

ARTHRITIS  
FOUNDATION  
AMBASSADOR  
PROGRAM



ARTHRITIS 101

Inviting Your Member of  
Congress



# Instructions

Polite persistence is the key to asking anything of your member of Congress. Often, congressional offices receive hundreds of correspondence a day and persistent and consistent follow up is key to being noticed on Capitol Hill.

## **Ambassador Assignment:**

Invite your member of Congress and your Senators and their Health Legislative Assistants to Arthritis 101 on December 10<sup>th</sup> from 12:00-1:30 in HVC-201.

Included in this packet you will find:

- A sample email meeting request. Once you have the email address for your legislator's scheduler, be sure to reach out via email using this template as a guide. You can also adapt this e-mail into a script if you wish to call the office and invite them.

In order to prepare to reach out, be sure you:

- Know the contact information for the scheduler. You can find this information by calling the office with the number listed on the member's website
- To find your legislator's contact information, please go to [www.house.gov](http://www.house.gov) or [www.senate.gov](http://www.senate.gov)

Any questions? Contact Laura Keivel at [lkeivel@arthritis.org](mailto:lkeivel@arthritis.org)!

## STEPS TO A DISTRICT VISIT

1. **Call:** The legislator's office and politely request contact information for the district scheduler.
2. **Email:** Using the draft letter, email the scheduler.
3. **Follow Up:** If you haven't heard from the scheduler in a week, given them a phone call. Continue to reach out each week until you hear back from staff.
4. **Schedule:** Ensure that someone from the staff will attend
5. **Follow Up:** We'll keep attendance of which offices attended and we will reach out to you with the contact information of the attendee so you may send a thank you note.



# SAMPLE EMAIL TO SCHEDULER or HEALTH LA

**TO:** Health Legislative Assistant or Scheduler

**FROM:** Your name

**SUBJECT:** You are Invited to Arthritis 101 – Dec. 10

Dear XXXX,

I would like to invite [Rep. or Senator] and the Health Legislative assistant to attend Arthritis 101 briefing in **HVC-201 on December 10<sup>th</sup> from 12:00 PM – 1:30 PM.**

What exactly is arthritis? Arthritis carries many common misconceptions. More than fifty million Americans suffer from arthritis, and two-thirds of them are younger than 65. In fact, hundreds of thousands of kids have arthritis. With more than 100 different types of arthritis, it is the nation's leading cause of disability with \$128 billion each year in direct healthcare costs and lost economic activity. That raises a lot of issues for federal policymakers.

Sponsored by the **Congressional Arthritis Caucus**, this briefing will provide lawmakers and their staffs with an overview of the disease, its impact on U.S. healthcare, federal research opportunities and around-the-corner treatment options.

Please RSVP to Anna Hyde at [ahyde@arthritis.org](mailto:ahyde@arthritis.org) if you, your member of Congress, or any other staff can attend this important briefing. Thank you!

[Your Name]  
[Arthritis Foundation Arthritis Ambassador]  
[Home Address]  
[City, State, Zip]