

GUIDE FOR INVITING MEMBERS OF CONGRESS ON A TOUR

1. Identify your Senators and Representatives

Every state has two Senators and, depending upon population, up to 52 Congressional Representatives. Directories are provided below so you can easily find your members of Congress if you're not already familiar with them.

You should identify which member you wish to invite for a tour. You can invite multiple members, but coordinating schedules to host only one tour will be difficult; so, it is likely best to limit your invitations to only one member.

💡 Prioritize inviting members of Congress who serve on key housing or appropriations committees (i.e. who make funding decisions) or hold leadership roles, as they are often best positioned to influence policy and funding decisions. If your members of Congress are not in one of those roles, still inviting them for a tour can help bring more attention to supportive housing.

2. Contact your Senator or Representative

Following the instructions from the member's website, use the template provided below to email the office requesting an in-district tour.

💡 Make sure you are using their senate.gov or house.gov site and not a campaign website.

3. Follow up on your email request

Week of invite: Call the member's office to confirm receipt of the invitation and introduce yourself. Keep it brief: who you are and what you sent. Request the number and email of the scheduler and housing legislative aid so that you can follow up again next week if you haven't heard back.

Following weeks: Call or email the scheduler. Be persistent but professional – one follow-up per week for three weeks is standard.

4. If the Member is unable to accept the invitation:

First, extend the offer to the State or District Director or other staff in lieu of the member. Staff are an important ally in engaging members of Congress.

If neither the member nor staff accept the tour invitation after 3 follow-up attempts, identify an alternative member to invite.

Email Template – Representative

Subject: Request for In-District Tour During August Recess

Dear [Representative] _____,

I hope this message finds you well.

On behalf of **ORGANIZATION NAME**, I am extending an invitation to host you on a tour of **PROPERTY NAME**, a supportive housing community located in your district. We welcome the opportunity to introduce our work, discuss how housing and support services for people with disabilities break the homelessness cycle and make communities in **STATE'S NUMBER [ex: First]** District safer. We also welcome exploring ways to collaborate with your office in support of shared goals.

INSERT ONE-TWO SENTENCES ABOUT YOUR ORGANIZATION and/or issues the Representative has championed/ bills they have sponsored that can connect back to the values and goals of supportive housing.

Example: *We recognize your deep commitment to strengthening rural communities, supporting working families, and ensuring responsible federal investment; all values reflected in your leadership as a former USDA Rural Development Director and your ongoing work in Congress.*

Supportive housing aligns with many of your priorities by offering cost-effective, community-based solutions that:

- Improves health outcomes, and reduces healthcare costs, for persons with a disability and complex health challenges
- Promotes stability for working families, enhancing educational performance for at-risk children
- Improve outcomes for youth aging out of foster care and families at risk of homelessness
- Supports infrastructure and workforce development
- Reduces long-term public costs through preventive care and housing stability

We would appreciate the opportunity to provide you with a tour of **NAME OF PROPERTY**, a **###** unit supportive housing community located at **ADDRESS**. Please let us know what day and time the week of August 24 – August 28 is most convenient for you.

I will serve as the point of contact for this meeting and am happy to coordinate scheduling at your convenience. Please feel free to reply directly to this message.

Thank you for your time and consideration. We look forward to the opportunity to connect and work together to support the residents of **STATE'S NUMBER** District.

Warm regards,

Your Name

Your Title

Your Organization

Email Template – Senator

Subject: Request for Tour During August Recess

Dear [Senator] _____,

I hope this message finds you well.

On behalf of **ORGANIZATION NAME**, I am extending an invitation to host you on a tour of **PROPERTY NAME**, a supportive housing community located in **CITY, STATE**. We welcome the opportunity to introduce our work, discuss how housing and support services break the homelessness cycle for people with disabilities and make communities safer in **STATE**, and explore ways to collaborate with your office in support of shared goals.

INSERT TWO-THREE SENTENCES ABOUT YOUR ORGANIZATION and/or issues the Senator has championed/ bills they have sponsored that can connect back to the values and goals of supportive housing.

***Example:** We recognize your deep commitment to strengthening rural communities, supporting working families, and ensuring responsible federal investment; all values reflected in your leadership as a former USDA Rural Development Director and your ongoing work in Congress.*

Supportive housing aligns with many of your priorities by offering cost-effective, community-based solutions that:

- Improves health outcomes, and reduces healthcare costs, for persons with a disability and complex health challenges
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We would appreciate the opportunity to provide you with a tour of **NAME OF PROPERTY**, a **###** unit supportive housing community located at **ADDRESS**. Please let us know what day and time the week of August 24 – August 28 is most convenient for you.

I will serve as the point of contact for this meeting and am happy to coordinate scheduling at your convenience. Please feel free to reply directly to this message.

Thank you for your time and consideration. We look forward to the opportunity to connect and work together to support the residents of **STATE**.

Warm regards,

Your Name

Your Title

Your Organization

How to Identify Your Senators

1. Visit [U.S. Senate: Senators](#)
2. Using the drop-down list in the top left, select your state
3. Click the link for each Senator to learn more about them
4. Note on which committees the Senators serve
5. Review instructions for contacting their office. Most have an online form for electronic communications.
6. Note the Senator's office number.

How to Identify Your Representative

1. Identify which supportive housing site(s) you would like to offer for a tour, note the address and zip code of the property
2. Visit [Representatives | house.gov](#)
3. Using the lookup feature in the top right, input the zip code
4. Click the link to learn more about the Representative

5. Note on which committees the Representative serves.
6. Review the instructions for contacting their office. Most have an online form for electronic communications.
7. Note the office number for the Representative

How to Determine Which Members to Invite

While any members of Congress can be engaged in a site visit, certain committees are more directly involved in shaping housing policy and funding decisions. Outreach to any member is valuable, but if your organization or community is represented by a member of one of these key committees, it may be especially helpful to prioritize that connection.

Focusing on these influential committees helps ensure that advocacy efforts reach the members of Congress most involved in the discussions that will determine the future of supportive housing.

These committees include:

Senate

Authorizing Committee (writes laws that establish or modify federal programs):

- Banking, Housing and Urban Affairs Committee ([Membership](#) | [About](#) | [United States Committee on Banking, Housing, and Urban Affairs](#))

Appropriations Committees (fund annual federal budgets):

- Appropriations Committee ([Committee Members](#) | [About the Committee](#) | [United States Senate Committee on Appropriations](#))
- Appropriations Subcommittee on Transportation, Housing and Urban Development ([Subcommittee](#) | [Subcommittee List](#) | [Subcommittees](#) | [United States Senate Committee on Appropriations](#))
- Appropriations Subcommittee on Labor, Health and Human Services, Education ([Subcommittee](#) | [Subcommittee List](#) | [Subcommittees](#) | [United States Senate Committee on Appropriations](#))

House

Authorizing Committee (write laws that establish or modify federal programs):

- Financial Services Committee ([Committee Members | U.S. House Committee on Financial Services](#))

Appropriations Committee (fund annual budgets):

- Appropriations Committee ([House Committee on Appropriations – Republicans](#))
- Appropriations Subcommittee on Transportation, Housing and Urban Development ([Transportation, Housing and Urban Development, and Related Agencies | House Committee on Appropriations - Republicans](#))
- Appropriations Subcommittee on Labor, Health and Human Services, Education ([Labor, Health and Human Services, Education, and Related Agencies | House Committee on Appropriations - Republicans](#))