

OpenAI

Leveraging ChatGPT for Field Representatives

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied information into useful first drafts. These 30 chat prompts support official congressional office work. Replace bracketed placeholders and paste the relevant source text before you begin.

For Field Representative / Outreach Coordinator: focus on community meetings, local issue reporting, official outreach logistics, and office follow-through. Adapt assignments to your office; House and Senate titles and responsibilities vary.

Goals

This guide is meant to help:

- Create practical drafts for your daily work.
- Make handoffs and review requirements clear.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your approved workspace; use fictional or de-identified examples for practice.
- Verify facts, dates, citations, and chamber-specific procedures with current sources.
- Keep official work separate from campaign activity. Staff review all outputs before use or release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

Take a simple example:

- Original prompt: "Help me prepare for work."
- Add in task: "Draft a community meeting readout."
- Add in context: "Draft a community meeting readout. For our [House/Senate] office, use [Approved notes] for [Audience]."
- Add in expectation: "Draft a community meeting readout. For our [House/Senate] office, use [Approved notes] for [Audience]. Keep it to one page, with next steps and facts to verify."

Sample prompts

Choose a prompt, replace its brackets, and paste the named notes or source excerpts. State the chamber, audience, deadline, and desired format. Review the draft, then ask for a focused revision. Prompts do not retrieve live information or take external actions.

Role grounding, reviewed September 21, 2026.
Original workflow prompts; office procedures govern actual work.

Senate position descriptions: role responsibilities
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CRS staff guide (2012): role and title background.

House Resume Bank: House role names.

House Green & Gold: casework and field duties.

OpenAI: using ChatGPT and reviewing results.

Community Meeting Preparation

Meeting background brief

Best used with: Chat.

Prepare a one-page brief for [Official community meeting] using [Public organization description] and [Office notes]. Include purpose, known participants by role, discussion topics, and open questions. Avoid guessing political views. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Listening questions

Best used with: Chat.

Draft eight neutral questions for [Community discussion topic] from [Office's stated purpose]. Ask about experiences, practical barriers, and information needs. Do not tailor political persuasion to participants or infer demographic traits. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Representation boundaries

Best used with: Chat.

Turn [Member-approved meeting guidance] into a pocket reference for representing the office. Separate points I may communicate from questions requiring follow-up. Do not create a new member position or commitment. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Community Meeting Preparation

Prior contact recap **Best used with:** Chat.

Summarize [Past meeting notes] for a return visit to [Organization]. Distinguish requests made, office actions documented, and unresolved items. Do not treat proposed follow-up as completed work. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Meeting logistics checklist **Best used with:** Chat.

Build a field-staff checklist for [Official meeting] from [Confirmed details]. Cover location, timing, materials, accessibility arrangements, and office contacts by role. Flag missing information rather than inventing arrangements. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Field Reporting

Meeting readout

Best used with: Chat.

Turn [Community meeting notes] into a 300-word report for the district/state director. Cover stated concerns, factual updates, explicit commitments, and follow-up questions. Attribute claims and avoid inferring broader public opinion. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Local issue brief

Best used with: Chat.

Draft a one-page brief about [Reported local issue] using [Official excerpts] and [Field observations]. Separate verified facts, reports needing confirmation, and questions for the office. Do not infer cause from anecdotal evidence. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Observation versus claim

Best used with: Chat.

Review [Field notes] and label statements as direct observation, attributed report, or inference. Suggest wording that makes the distinction clear. Preserve meaningful uncertainty and avoid judging speakers' credibility. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Field Reporting

Weekly field digest **Best used with:** Chat.

Combine [Field visit notes] into a weekly digest by topic and geography supplied. Highlight requests, next actions, and items needing DC input. Do not generalize the notes into representative constituent sentiment. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Emerging question memo **Best used with:** Chat.

Summarize [Repeated community questions] for the director. Include de-identified examples, known source limits, and research questions. Do not describe a trend as established without supporting evidence. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office Follow-Through

Commitment log

Best used with: Chat.

Extract explicit commitments from [Meeting notes] into a log with speaker, action, owner, and date where stated. Separate suggestions and requests from commitments. Flag ambiguous wording for staff confirmation. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Thank-you draft

Best used with: Chat.

Draft a 150-word professional thank-you after [Official meeting] using [Notes]. Acknowledge the discussion and restate authorized next steps. Do not imply endorsement or invent a personal connection. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Follow-up information request

Best used with: Chat.

Draft a short request to [Organization contact role] for [Missing factual information] discussed at [Meeting]. Explain the office purpose and preferred format. Avoid collecting unnecessary personal details. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Office Follow-Through

Unresolved request handoff **Best used with:** Chat.

Prepare a handoff for [Open community request] to [Office team]. Include the exact request, relevant background, source notes, and questions to resolve. Do not promise action on behalf of the receiving team. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Return-visit agenda **Best used with:** Chat.

Build a 20-minute agenda for revisiting [Organization] using [Previous commitments] and [Verified updates]. Focus on unresolved questions and completed follow-up. Do not reopen settled items without a documented reason. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Official Outreach Planning

Outreach workplan **Best used with:** Chat.

Turn [Director-approved outreach objectives] into a four-week plan. Include official meeting purposes, preparation needs, follow-up products, and tentative dates. Use geography and service topics supplied; avoid political profiling. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Mobile office-hours checklist **Best used with:** Chat.

Draft a planning checklist for [Mobile office-hours event] using [Approved plan]. Cover host coordination, public information, private casework intake, and staff roles. Do not promise resolution or change service-access rules. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Community roundtable agenda **Best used with:** Chat.

Create a neutral agenda for [Official informational roundtable] from [Approved purpose]. Include introductions, factual briefing, open questions, and follow-up summary. Avoid political persuasion or selecting attendees by personal characteristics. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Official Outreach Planning

Partner coordination email

Best used with: Chat.

Draft an email to [Host organization] about [Official outreach event]. Use [Agreed scope] to confirm roles, proposed timing, and materials. Mark all unconfirmed details and avoid implying endorsement. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Outreach material checklist

Best used with: Chat.

Review [Planned handouts] against [Event purpose] and [Approved office service information]. Identify missing practical instructions, stale dates, and unclear contacts. Do not add unsupplied services or promises. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Agency and Local Coordination

Local official briefing

Best used with: Chat.

Prepare a brief for [Meeting with local officials] using [Public background] and [Office objectives]. List factual context, open questions, and office follow-up limits. Do not infer intergovernmental authority or commitments. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Agency liaison questions

Best used with: Chat.

Draft six administrative questions for [Agency outreach contact] from [Community information needs]. Focus on public resources and office coordination. Avoid individual case details and do not determine agency outcomes. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Public-resource summary

Best used with: Chat.

Summarize [Official resource excerpts] into a plain-language handout outline. Include stated purpose, verified contact information, and source dates. Do not decide who qualifies or invent resource availability. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Agency and Local Coordination

Joint-event role matrix	Best used with: Chat. Build a role matrix for [Official event] from [Partner agreements]. Show who supplies venue, information, staff coverage, and follow-up. Flag unassigned tasks and do not imply agreements absent from the record. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.
Local update verification	Best used with: Chat. Compare [Community-reported update] with [Official notice excerpts]. Identify supported points, discrepancies, and open questions for staff verification. Do not treat silence in an official notice as disproof. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Internal Handoffs and Learning

Casework referral note

Best used with: Chat.

Draft a minimal internal referral from [De-identified constituent request] to casework staff using [Office routing guidance]. Preserve the request and callback placeholder. Do not answer the substantive case question. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Policy-team question

Best used with: Chat.

Turn [Community policy question] into a concise query for [DC portfolio lead]. Include the actual question, supplied background, and requested response timing. Avoid inventing the member's stance. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Communications fact note

Best used with: Chat.

Prepare a factual note for communications staff about [Official field event]. Include verified activity, approved names, and permissions status. Keep proposed public copy distinct from a record of what happened. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Internal Handoffs and Learning

Event debrief

Best used with: Chat.

Create a one-page debrief from [Outreach event notes]. Separate logistics lessons, unanswered questions, and follow-up ownership. Do not treat attendance as proof of public support or service impact. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.

Field handover guide

Best used with: Chat.

Draft a handover for [Assigned region or portfolio] using [Active relationships], [Open requests], and [Office guidance]. Use organization and role placeholders, document next steps, and omit sensitive personal profiles. Use only the supplied information. Flag missing facts and assumptions; identify what a staff reviewer must verify.