



What is a proclamation?

Official proclamations – which are legal documents – are designed to make a public announcement, declare a day, week or month and are issued for holidays or public awareness campaigns initiated by local and state agencies.

Submitting a Proclamation Request

Proclamation requests take a great deal of advance planning. Call your elected official's office to determine how proclamations are issued. Issuing a proclamation may take a few months. Allow at least 90 days for your request to be processed.

Identify a representative or organization to sponsor the proclamation. Your request needs to be placed on the agenda of the organization to which you are requesting. Contact the organization's point of contact person to find out ALL of the steps necessary for submission. Have your materials ready when you call to ask for support.

Considerations:

1. Does the event or individual have local or statewide notoriety or impact?
2. Is the event or organization celebrating a significant milestone?
3. Be specific as to WHAT you are asking for.
4. Consider eliciting support from other leaders in your city or state by collaborating with the CSRC Government Affairs Committee to solicit members to contact their elected local and state officials by writing letters or scheduling visits and encouraging them to support the proclamation.

Following a Successful Proclamation Request

Express your thanks after the proclamation is issued. Ask your sponsor to participate in any special events your facility or chapter has planned for conferences or Respiratory Care Week. Remember to inform the media about the profession of respiratory care and the recognition you have received. Send thank you letters to your sponsor and any city council members or staff who helped you through the process. Don't forget to inform the CSRC Government Affairs Committee so they can consider your supporters for the Legislator of the Year recognition.