PANAW: How to Obtain a Proclamation

Mayors, governors, and other government officials have the power to proclaim PeriAnesthesia Nurse Awareness Week within their jurisdictions. Proclamations give credibility to your observance, and the official’s signing can be of interest to the local media.

To better your chances of obtaining a Proclamation, follow these tips:

> Send your letter of request with a sample proclamation to your mayor or governor.
> Ask to speak with his/her secretary and explain what you are interested in.
> In case it’s requested, be ready to put into writing a description of your organization, your profession and your event, if applicable.
> Ask the secretary to check the Mayor's/Governor's calendar to determine if he could attend the celebration of the event or be able to deliver the document in person. Otherwise, leave an address and deadline for the document to be mailed.
> Follow up with a summary of the conversation in writing to the office of the Mayor/Governor. Include any other pertinent information the secretary might have requested or that was omitted in the conversation.
> If applicable, confirm the presence of the guest 24-48 hours prior to the event.
> Always remember to send “Thank You” notes.

When legislative action is required to issue proclamations, follow these directions:

1. If you need to work through the city council or state legislature, start now. Again, begin by finding out what the official process is for getting recognition.
2. A resolution will need to be sponsored by a member of the appropriate government body. Find someone who is supportive of nursing or who has voiced an interest in health care matters. This would also be an opportunity to educate a government official who is not that familiar with nursing or health care issues.
3. Again, have materials prepared for a resolution or proclamation. Be ready to share your insights about nursing and the significance of PeriAnesthesia Nurse Awareness Week. For example, indicate how many nurses are in your city/state, the valuable contributions they make to the community, how much the resolution will mean to the (number of) nurse voters, and how this recognition might have a positive impact on nurse morale in the community.
4. Include information as to how the proclamation will be used. For instance; will it be on display at an Open House or the front foyer of a hospital? How much public exposure will the proclamation receive?

5. Find out how you can help your sponsor ensure passage of the resolution. Like any bill you've ever lobbied, this will require a plan and some hard work. You may need to get other legislators to co-sponsor the resolution. You can start by writing your legislators about the resolution and soliciting their support. They may be in good positions to help your sponsor in moving the bill.

6. After the resolution is passed, show appreciation to your sponsor(s) and to everyone who supported the resolution (thank you letters, telephone calls, etc.). Let your members know who these people are and how they helped accomplish this feat. This information can be summarized in your newsletter. Invite your supporters to any activities that you may be sponsoring and see that they are recognized at these events.

Good luck with your efforts!