



# Proclamation FAQ

## **What is a proclamation?**

A proclamation is a formal public statement. A major statement made in front of an audience or the authoritative word on some subject is a proclamation. It's usually used in an official or government context. Proclamations can go through the local, state, and federal level.

## **Why is it important to obtain proclamations?**

Proclamations are a great way to raise awareness within your community about rare diseases. It is also an opportunity to educate the community on the impact rare diseases have within their own municipalities.

## **Where do I request proclamations from?**

Municipalities include: Governor's, Town, City, Borough, County or Parish. A city or county website may list appropriate contacts.

## **Who do I request proclamations from?**

Governor, Mayor, First Selectman or City or County Council's office

## **How do I get started in obtaining a proclamation?**

Contact NORD and let us know who you will be obtaining a proclamation from. We maintain a list so our volunteers don't duplicate efforts. If there is already someone working on the government agency you are targeting, we will put you in touch with them so you can work together!

Each municipality is different. Research your specific municipality's website for proclamation requests.

Submit requests approximately 2 months prior to Rare Disease Day, February 28, 2017

Customize NORD's proclamation tool kit and fill in required text fields. Check with NORD to see if there is a Rare Disease Day State House Event being planned in your state. If there is one being planned, you may include that in your cover letter and formally invite them to attend the event.

Be sure to include your contact information in all correspondence with government officials.

Follow up with your municipality approximately 10-14 business days after your submission to ensure it is being processed. Some municipalities will offer "signing ceremonies". This is a great way to create even more awareness and draw media attention. When following up with your government official's office inquire if there is an opportunity to host a "signing ceremony" and remember to bring your camera!



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## **I received the proclamation, now what do I do?**

Share your success with NORD! Send photos of your proclamation and ceremony (if applicable). Be sure to include who is in the photos and if there was a signing ceremony when and where it took place.

Send thank you notes to the elected officials and staff who helped you obtain the proclamation! If your elected official is on Twitter and/or Facebook you may tag/post to them "thank you for declaring Rare Disease Day February 28, 2017 in < **MUNICIPALITY**> #rare diseaseday

## **THANK YOU FOR YOUR TIME AND EFFORT! GET STARTED TODAY!**

*Contact Kristen Angell at [kangell@rarediseases.org](mailto:kangell@rarediseases.org) with your plans for obtaining proclamations and ask for information on your states advocacy events for Rare Disease Day 2017!*