

Tips for Getting an Official Proclamation From Your Community or State

Getting a proclamation is one of the most significant things your facility or chapter can do to draw local and national attention for Nephrology Nurses Week, and it can be easy if you know how to do it. In many areas, a mayor or governor can issue a proclamation without action from the city council or state legislature.

Getting a proclamation issued without legislative action:

1. *Call your local mayor or governor's office to determine how proclamations are issued.* Contact information can be found on your town's Web site. Be prepared to learn that it may take a few months.
2. *Identify a city council member or mayor to sponsor the proclamation.* Your local mayor or governor's office can direct you to a city council member who may sponsor your proclamation. If you already know a city council member, it should be easy to garner assistance. Have your materials ready when you call to ask for support, such as the sample proclamation on this Web site.
3. *Determine the approval process.* Work with your sponsor to determine a schedule for approving your proclamation. Offer letters of support or speakers if needed (see step 4).
4. *Elicit support for your proclamation from other leaders in your city or state.* Ask your co-workers or fellow ANNA members to contact their mayors, city council members, or local and state officials by writing letters or scheduling visits encouraging support of the proclamation.
5. *Ensure your sponsor sees your proclamation through to the final stages.* Follow up with your sponsor throughout the process to make sure things are on track.
6. *Express your thanks after the proclamation is issued.* Ask your sponsor to participate in any special events your facility or chapter has planned for Nephrology Nurses Week. Remember to inform the media about Nephrology Nurses Week and the recognition you have received. After the week is over, send thank you letters to your sponsor and any city council members or staff who helped you through the process.

Getting a proclamation issued when legislative action is required:

1. *Start the process immediately if you need to work through the city council or state legislature to obtain a resolution.* You will know if you need legislative action after you call your local mayor or governor's office.
2. *Identify a sponsor for the resolution.* The sponsor must be a state representative or state senator. Find someone who is supportive of nursing or who has voiced an interest in health care issues. This could also be an opportunity to educate a government official not familiar with nephrology nursing or health care issues. Of course, it is always easier to work with someone with whom you have a relationship.

3. *Determine how the legislation will move forward.* Keep in touch with your sponsor to ensure passage of the resolution. You may also be asked to send someone to speak on behalf of the resolution at a hearing. Have materials prepared and be ready to share insight about the contributions nephrology nurses make to their patients and the community.
4. *Elicit support for your resolution from other leaders in your city or state.* Ask your co-workers or fellow ANNA members to contact their mayors, city council members, or local and state officials by writing letters or scheduling visits. The legislature will appreciate hearing from constituents and knowing they have their support on particular issues.
5. *Follow up with your sponsor.* Legislators are busy with many issues each day. Stay in touch with your sponsor and identify other steps you can take to ensure passage.
6. *Express your thanks after the resolution is passed.* Ask your sponsor to participate in any special events your facility or chapter has planned for Nephrology Nurses Week. Remember to inform the media about Nephrology Nurses Week and the recognition you have received. After the week is over, send thank you letters to your sponsor and any city council members or staff who helped you throughout the process.