



How to Request a Proclamation in Your Community

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Background

A proclamation is an official designation of an event and can be a great way to educate the public about a specific issue or bring attention to a cause. A proclamation is an effective tool for gaining public recognition of your event because it carries the full support of a key government official in your state or community.

June is Vitiligo Awareness Month. We encourage you to submit the proclamation to your local government offices as well.

Steps to request a proclamation:

STEP 1: Contact the State or Local Government Office

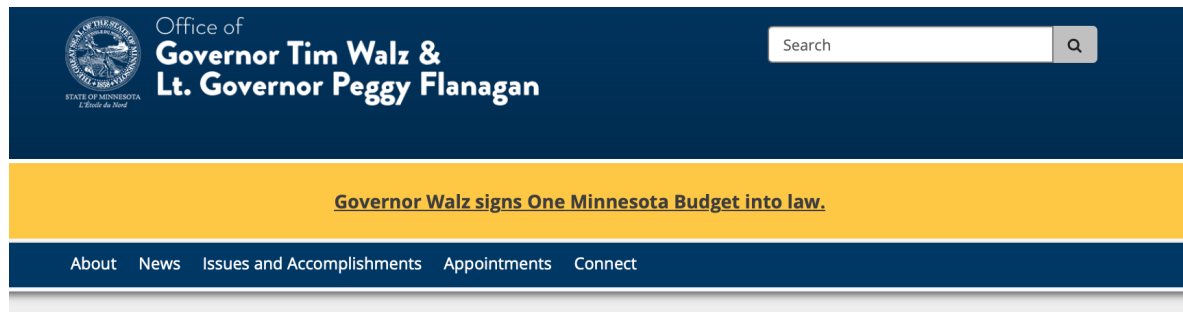
Governors, county executives, mayors, state legislatures, municipalities, counties, cities or towns can issue proclamations. For city proclamations, a mayor, city manager or city marshal may be the person to sign. For counties, it will most likely be the county commissioners. You do not have to have both the city and county proclamations; you can decide which entity in your community would reach more people.

Determine whether you would like to request a proclamation from your city or county and locate the website for this entity. Reference this [spreadsheet](#) for links to all state forms.

On the website, you may find a tab called "Proclamation" under which the proclamation request guidelines may be located. Otherwise, use the site's search feature and type in the word "proclamation." Another option is to look on the "Contact Us" tab. This page may allow you to write a brief message, such as:

How do I ask the Mayor to issue a proclamation declaring Vitiligo Awareness Month?
In addition to seeking the specific guidelines for requesting a proclamation, be sure to inquire about the preferred format. This information will allow you to begin to draft an effective proclamation.

Example: State of Minnesota Website



Proclamation Request Form

The Office of Governor Tim Walz will issue proclamations for extraordinary events of significant statewide importance. Proclamations will be issued to serve an educational purpose for a broad range of Minnesotans. The individual making the request should be part of a statewide, regional, or local organization and hold a position to be authorized to make requests on behalf of the group. The issuance of a proclamation does not indicate or imply a policy endorsement from the Governor or the Governor's Office. Proclamations are not renewed annually. The Governor's Office reserves the right to approve or decline any request and to edit any drafted material for final wording.

Please complete the Proclamation Request Form at least 20 business days in advance of the date it is needed.

* required field

Organization Information

STEP 2: Follow the Guidelines for Submitting a Proclamation Request

Each city and county will have their own guidelines and procedures for signing proclamations. The easiest way to research your city or county guidelines is to look on its website and search for the term "proclamation." Some of the larger cities and counties will have proclamation guidelines listed. Smaller cities and counties may provide contact information on the website to call or email for proclamation information. Oftentimes a cover letter requesting the proclamation is required. We have provided a sample cover letter written to a city, county or state's government office in request of a proclamation at the end of this document.

In order to expedite the process, the following information is usually required when submitting a proclamation request:

- A draft text of the proclamation in the preferred format
- The purpose of the proclamation (Vitiligo Awareness Month or World Vitiligo Day, June 25th)
- The date when the proclamation is needed
- The date(s) of the day, week, or month of the event to be proclaimed (you can request whichever you'd like)
- A brief history of your organization
- The name and daytime telephone number and/or email address of the contact person

STEP 3: Allow Enough Time

The wheels of government turn slowly, so be sure to begin the proclamation request process at least two months in advance of your event date or **as soon as possible**. Timing is key if you want to be able to have the proclamation announced at a city council or county commissioner meeting. Do not hesitate to follow up to check the status of your proclamation and upon doing so, offer to provide any additional information the official may need.

STEP 4: Make an Event Out of It!

Follow the guidelines that you are given as to whom (and how many) you can bring to the proclamation meeting or signing event and clarify if the meeting will be held in person or virtually.

Other ways to promote the proclamation in your community:

- Notify your local paper or media outlets about the proclamation.
- Distribute printed copies to local reporters.
- Have the proclamation photo-enlarged for display at a news conference and/or in a prominent public place.
- Send copies to local newspapers.
- As with any media piece, demonstrate its importance to the media's audience by including local statistics.
- Invite local elected officials to any planned events or activities during the month of June.

2024 Proclamation Sample Language:

RECOGNIZING JUNE AS VITILIGO AWARENESS MONTH (or use) JUNE 25th, 2024 AS WORLD VITILIGO DAY WITHIN THE STATE (CITY) OF..

WHEREAS: Vitiligo is an autoimmune disease causing loss of pigment from areas of the skin and resulting in irregular white spots or patches; and

WHEREAS: Approximately 1% of the global population is affected by vitiligo, highlighting its universal prevalence and the need for enhanced awareness; and

WHEREAS: Vitiligo affects three to five million Americans and can affect people of any age, gender, race, or ethnicity; and

WHEREAS: While vitiligo is not contagious and usually not physically painful, the psychological and social effects are well-documented and especially devastating to children; and

WHEREAS: Many individuals with vitiligo experience stigmatization, discrimination, and bullying due to a lack of public understanding about the condition;

WHEREAS: Despite clinical consensus that vitiligo is not a cosmetic condition, some insurance providers are denying coverage of FDA-approved treatments for vitiligo patients; and

WHEREAS: The precise causes of vitiligo remain largely unknown, requiring further research to better understand and treat this condition; and

WHEREAS: In 2022, the FDA approved the first-ever drug to treat vitiligo; and

WHEREAS: June 25th is recognized as World Vitiligo Day, a day dedicated to raising awareness and understanding about this condition; and

WHEREAS: *(state and group)* was founded in *(year)* to bring together those with vitiligo to help educate, support, advocate, and spread awareness. *(If applicable)*

Sample Cover Letter to Local Officials in Request of a Proclamation

Use this sample cover letter when you mail the proposed proclamation wording. If you have already spoken to the proper official, then you should reference that conversation in this letter. Also, adjust the language of the letter to reflect the details of the event in your community.

Honorable (Name)

(Official Title)

(Mailing Address)

(Date)

Dear (Name),

I am writing to inquire about the possibility of obtaining a proclamation for either Vitiligo Awareness Month, June, or for June 25th, World Vitiligo Day, for our members in (state) who have vitiligo. World Vitiligo Day was first celebrated in 2011 and has since become a global event with the purpose of raising awareness and recognition of the bullying, social neglect, and psychological trauma of the millions of people affected by vitiligo. This initiative is part of the proclamation in the vitiligo community's ongoing mission to raise awareness, support, and shine a light on the critical need for education for vitiligo!

(Name of group, affiliate, or state you represent) would be honored if you would sponsor an official proclamation to recognize June 2024 as Vitiligo Awareness Month in (City/County/State). Your proclamation would lend official recognition to the important role to increase awareness, support, and promote education regarding vitiligo.

If you or your staff have any questions concerning the request, the sample proclamation, or Vitiligo , please call me at (telephone number). I will follow up with your office regarding this request in the next few days. We appreciate your consideration of this special request.

Sincerely,

(Name)

(Name of group, affiliate, or state you represent)