



REQUESTING A PROCLAMATION FOR DONATE LIFE MONTH

What is a proclamation?

A proclamation is an official designation within a city, state, or county to honor and raise awareness for a certain day or month. A proclamation for **Donate Life Month** brings awareness to organ and tissue donation and reminds communities about the importance of registering as an organ and tissue donor.

How do I get started?

Identify who handles proclamations in your local city, county or state government offices by looking on city, county and state Web sites or by calling the offices. Proclamations can be issued by Governors, Mayors, State Legislators, Town/Village Managers or City Council Members. An office manager or an office administrator may also be able to help.

When should proclamations be requested?

It is best to start early as some proclamations can take weeks to complete.

How to request a proclamation?

Once you've identified a contact, your next step is to call or send an email.

When emailing the offices, it is important to include a snippet of your personal story and connection to organ and tissue donation. Often times you will be communicating directly with the elected official, and he/she will want to hear from constituents about why this is so important to them.

Include the text of the proclamation with your email. This will speed up the process. We have included a sample proclamation at www.NJSharingNetwork.org/DLM.

Proclamations are often read at a City Council meeting, or at a community event being recognized, depending on the schedule of the issuing official. Ask your contact if there is opportunity to receive the proclamation in person and to take a photo.

What happens after a proclamation is confirmed?

Once your proclamation has been confirmed, please notify **Amanda Tibok** (atibok@njsharingnetwork.org) and we will add it to our calendar. We will also assist you when possible by providing materials and volunteers/staff and promoting your proclamation on our social media pages.

Thank you!

