Chapter Advocacy: Request a Proclamation to Declare State Health IT Day

A proclamation is a ceremonial document issued by the Governor’s office or City Council to commemorate a specific time period for the purpose of raising awareness about state or local efforts.

This proclamation would be to request your Governor or Mayor to proclaim a specific date as your State’s Health IT Day.

Why request a proclamation?

* Brings awareness to your Chapter’s or organization’s efforts
* Showcases Governor's/Mayor's attention to health information and technology priorities
* Develops and maintains key relationships with Governor's/City Council's office

How do I request one?

* 1. Determine Whether You Want a City or State Proclamation. Work with your team to decide whether you would prefer a city or state proclamation.
  2. Allow Enough Time and Follow Instructions. Receiving a proclamation takes at least eight weeks. Allow yourself enough time to contact the appropriate authorities, follow the instructions, and promote the proclamation.
  3. Contact the Office (See template letter below.). Check the mayor’s or governor’s office webpages for online request forms or contact the office directly if you have questions. While some offices have a staff member exclusively devoted to proclamations, other staff members who may be of assistance are in public relations, communications, or office management.
  4. Promote the Proclamation. Congratulations! Once you have obtained the proclamation, share the news with HIMSS Government Relations ([policy@himss.org](mailto:policy@himss.org)). You may send out a press release, share on social media (tag us @HIMSS and use #GovHIT), write a blog, and include in your e-newsletters.

**Template**

The following is a sample template designed to request a proclamation for your State Health IT Day. This can be modified as needed to address a mayor to request a city proclamation.

(HIMSS Chapter logo here)

The Honorable [name]

[Address]

Dear Governor:

[Healthcare Information and Management Systems Society](https://www.himss.org/) (HIMSS) is a global advisor and thought leader supporting the transformation of the health ecosystem through information and technology. I am writing on behalf of [HIMSS Chapter name], which represents more than [# of Members] [Georgians, Californians, etc.].

On [date] at [time], we are hosting [event name] at [location]. This annual Advocacy Day will bring more than [number] stakeholders from across the state to share how the power of information and technology reforms the local and global health ecosystem. [Optional: Our attendees will include [type attendees – e.g. clinicians, information technology executives, directors and managers) who work in the state’s [organizations e.g. healthcare provider institutions, payer organizations, government, academic centers, and supplier and consulting companies].

The focus of the event is on [event topic]. We are pleased to host the following speakers: [names and organizations].

We appreciate your leadership in health information and technology, specifically relating to [If applicable, list key legislation the Governor signed pertaining to health IT]. We are writing to request a letter of proclamation declaring [date of event] as [name of declaration e.g. “Alabama State Health IT Day”].

Please do not hesitate to contact me should you need additional information. We thank you in advance for your attention and leadership.

Sincerely,

[Name, Role in Chapter, Chapter name, Contact information]