



## Debbie's Dream Foundation: Curing Stomach Cancer

### Step by Step Guide: Getting a Curing Stomach Cancer Month Proclamation in your State

We want every state to recognize November as Curing Stomach Cancer Month, and we need your help to make this happen.

Here is a step-by-step guide for submitting and securing a state proclamation from your governor. Thank you for your support and dedication to the fight. Please send pictures and a copy of your state's proclamation to [Events@DebbiesDream.org](mailto:Events@DebbiesDream.org).

#### **STEP 1: FIND OUT WHOM TO CONTACT**

- First, contact your governor's office to get basic details about submitting a proclamation. Click on your state to be directed to your governor's website.

[Alabama](#)

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[Virginia](#)

[Washington](#)

[West Virginia](#)

[Wisconsin](#)

[Wyoming](#)

- If you cannot find the following information on the governor's website, call the office and ask the following questions:
  - o What is the protocol and timeline for requesting a proclamation?
  - o Who is in charge of proclamation requests?
  - o How do I submit draft language (fax, e-mail, snail mail)?
  - o If another group or organization has already submitted a request for a Curing Stomach Cancer Month proclamation, can you please add Debbie's Dream Foundation: Curing Stomach Cancer's name to the list of supporters in the proclamation language?

## **STEP 2: SUBMIT A REQUEST**

- When you're ready to submit the proclamation request, you will need to download and personalize the sample state proclamation and sample cover letter.
- Fill in the blanks with correct information for each document.
- Once those minor changes have been made, save the file as a PDF on your computer desktop so that you can print or email it as needed.
- States may be slightly different in how they do things. Be sure to submit your request following the guidelines your governor's office provided.

## **STEP 3: FOLLOW UP**

- One week after submission, check with the governor's office contact to make sure the request was received and find out the following information:
  - o When the final version on the proclamation will be ready
  - o Date, time, and location for signing ceremony
    - Be sure to ask if there will be an official photographer present and, if so, how you can get or order a copy of the official photo.
    - It can't hurt to ask if there is any possibility the governor will pose for a photo with you at his/her convenience!
  - o If there is no signing ceremony, request that the office send the finished proclamation directly to you as soon as it is finished.
  - o Be sure your contact information is included on all correspondence.
- Once you've received the proclamation, be sure to thank your governor! Write a handwritten thank you note, make a post on his/her Facebook wall, and send him/her a Tweet expressing your gratitude. Be sure to tag @Stomach\_ and include a picture if you can.

## **STEP 4: CELEBRATE**

- You'll want your community to know about your success in order to celebrate and raise awareness.
- Download our sample press release at [www.DebbiesDream.org](http://www.DebbiesDream.org), insert all relevant information and edit as needed.
- Once you have edited the press release to fit your needs, save it as a PDF file to your computer desktop, email it to us at [Events@DebbiesDream.org](mailto:Events@DebbiesDream.org) and submit the final copy to news outlets.
- Debbie's Dream Foundation: Curing Stomach Cancer is just as excited as you are! Keep us updated each step of the way by emailing us at [Events@DebbiesDream.org](mailto:Events@DebbiesDream.org). We want to track each state as the whole country goes periwinkle in honor of November as Curing Stomach Cancer Month!

Thank you so much!