



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 Programs@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	Indiana	Nebraska	South Carolina
Alaska	Iowa	Nevada	South Dakota
Arizona	Kansas	New Hampshire	Tennessee
Arkansas	Kentucky	New Jersey	Texas
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Connecticut	Maryland	North Carolina	Virginia
Delaware	Massachusetts	North Dakota	Washington
Florida	Michigan	Ohio	West Virginia
Georgia	Minnesota	Oklahoma	Wisconsin
Hawaii	Mississippi	Oregon	Wyoming
Idaho	Missouri	Pennsylvania	
Illinois	Montana	Rhode Island	

- 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, 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 Programs@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 Programs@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!