

Hepatitis Awareness Proclamation Toolkit

Proclamations from a governor, mayor, city council, or other levels of government are useful tools for raising awareness of an issue and for gaining public recognition. Proclamations can be requested by anyone, but requirements and timelines vary, and it's recommended to check the government website before initiating the process. The toolkit below provides best practices for requesting a proclamation to publicly recognize hepatitis awareness in your community.

Why Request a Proclamation

Millions of Americans are living with chronic hepatitis, but many may not know it. In the fight against hepatitis, raising awareness and encouraging testing, linkage to care, and treatment is critical. Proclamations are official documents that bring recognition, awareness, or appreciation to an issue by publicly commemorating a specific period of time (i.e., day, week, or month).

Proclamations are especially effective to memorialize key public health milestones:

- National Adult HBV Vaccine Awareness Day (April 30)
- Hepatitis Awareness Month (May)
- National Hispanic Hepatitis Awareness Day (May 15)
- National Hepatitis Testing Day (May 19)
- National African American Hepatitis Action Day (July 25)
- World Hepatitis Day (July 28)

How to Request a Hepatitis Awareness Proclamation

1. **Identify the body of government (Governor, City Council or Mayor, Legislature, etc.) you would like to issue a proclamation.** Many government websites for governors and state legislatures have instructions for requesting proclamations. However, smaller bodies of government (mayoral offices, county executives, etc.) may require outreach via phone or email for additional details. Most government offices require *at least thirty days* to prepare a proclamation, so it is recommended that you begin the process early.
2. **Request a proclamation.** Follow the instructions available on the website for the proclamation – this will help expedite the process. If there are no clear instructions (i.e., online form) and you're reaching out via email, include information about why the proclamation is important and your personal experience with viral hepatitis.
3. **Include the preferred text for the resolution via the appropriate request method (i.e., online form, email, etc.).** Providing already drafted language will speed up the process and help ensure accuracy in proclamation language.
4. **Follow up as appropriate on the proclamation request.** If you have not received confirmation within a couple of weeks, follow up to ensure your request was received.
5. **Email NVHR at info@nvhr.org to let us know about the proclamation or if you have any questions!** Once the proclamation is issued, celebrate the news by sharing it on social media (#voices4hep), distributing it to local organizations and community leaders, displaying it at events, on websites, and in newsletters, and reaching out to your local media.

Sample Proclamation Text

The CDC has a [useful resource](#) to reference when drafting your proclamation. In addition, the sample proclamation below can be customized to include location-specific information.

WHEREAS, millions of Americans are impacted by the hepatitis A virus (HAV), hepatitis B virus (HBV) and hepatitis C virus (HCV), which cause infection to the liver, including an estimated [NUMBER] people in [STATE] living with HCV and approximately [NUMBER] HBV cases reported to the state every year; and

WHEREAS, greater than half of people living with viral hepatitis are unaware they are infected, thereby increasing their risk for severe health problems such as cirrhosis, liver cancer, liver transplant, and death; and

WHEREAS, with immunizations, access to clean syringes, and early detection, hepatitis B and C can be prevented, hepatitis B can be treated, and hepatitis C can be cured, saving lives; and

WHEREAS, the current epidemic of opioid and other substance use in the state is increasing transmission of these viruses that are spread through blood, primarily intravenous, inclusive of intranasal drug use; and

WHEREAS, the CDC recommends all individuals over the age of 18 and pregnant women be screened for hepatitis C virus, at-risk populations and all people born in regions of the world where HBV is common be screened for hepatitis B virus, and routine vaccination against hepatitis A and B; and

WHEREAS, the CDC recommends, education of the public and professionals on hepatitis prevention, testing, and treatment, treatment of all persons living with chronic hepatitis, and the development of systems to conduct viral hepatitis surveillance; and

BE IT RESOLVED THAT, I, [GOVERNOR NAME], Governor of the State of [STATE], do hereby proclaim May 19, [YEAR], as Hepatitis Testing Day and the entire month of May as Hepatitis Awareness Month in the State of [STATE] and I urge all citizens to join me in this special observance.

Additional Resources

Hepatitis awareness proclamations have been issued in the following localities and can serve as additional resources:

- [Oregon](#)
- [Alabama](#)
- [Hawai'i](#)
- [Arizona](#)
- [Washington](#)
- [Denver, Colorado](#)

About the National Viral Hepatitis Roundtable (NVHR)

The National Viral Hepatitis Roundtable, an initiative of [HEP](#), is a national coalition fighting for an equitable world free of viral hepatitis. NVHR seeks to eliminate viral hepatitis in the United States and improve the lives of those affected through advocacy, education, and support to national, state, and local partners. For more information, visit www.nvhr.org.

Appendix: Gubernatorial Proclamation Request Weblinks

State	Webpage	Required Notice
AK	http://aws.state.ak.us/CrmForms/Home/WebRequest	Six-week notice
AL	https://contact.governor.alabama.gov/contact_procs.aspx	30-day notice
AR	https://governor.arkansas.gov/online-services/proclamation-request	30-day notice
AZ	https://azgovernor.gov/engage/proclamations	Six-week notice
CA ¹	https://www.gov.ca.gov/	90-day notice
CO	https://www.colorado.gov/governor/proclamations	Four-week notice
CT	https://portal.ct.gov/Office-of-the-Governor/Contact/Proclamation-Request	Four-week notice
DC	https://os.dc.gov/service/ceremonial-services	Two-week notice
DE	https://governor.delaware.gov/request-proclamation-tribute	Three-week notice
FL	https://www.flgov.com/proclamations	Six-week notice
GA	https://gov.georgia.gov/contact-us/proclamations/proclamation-request	45-day notice
HI	https://governor.hawaii.gov/contact-us/request-a-proclamation	Four-week notice
IA	https://governor.iowa.gov/constituent-services/proclamation-request	Six-week notice
ID	https://gov.idaho.gov/proclamations/	Three-week notice
IL	https://www2.illinois.gov/sites/gov/contactus/Pages/Proclamation.aspx	Four-week notice
IN	https://www.in.gov/gov/2916.htm	Eight-week notice
KS	https://governor.kansas.gov/serving-kansans/constituent_services/proclamationguidelines/proclamation-request/	Eight-week notice
KY	https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm	30-day notice
LA	http://gov.louisiana.gov/index.cfm/form/home/13	30-day notice
MA	https://www.mass.gov/how-to/request-a-proclamation-from-governor-baker	20-day notice
MD	https://governor.maryland.gov/proclamation	30-day notice
ME	https://www.maine.gov/governor/mills/contact/request_proclamation	45-day notice
MI	https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639--_00.html	Four-week notice
MN	https://mn.gov/governor/news/proclamationrequest.jsp	20-day notice
MO	https://governor.mo.gov/contact-us	30-day notice

¹ Must be evaluated and sponsored by the state agency under which the proclamation topic falls. The agency works directly with the requestor to determine if the agency will sponsor the proclamation.

State	Webpage	Required Notice
MS ²	https://governorreeves.ms.gov/	30-day notice
MT ³	http://governor.mt.gov/	Two-week notice
NC	https://governor.nc.gov/request/request-proclamation	Six-week notice
ND	https://www.governor.nd.gov/contact-us	30-day notice
NE	https://governor.nebraska.gov/proclamation-request	30-day notice
NH	https://new-hampshire.secure.force.com/support/GOV_Proclamation	30-day notice
NJ	https://nj.gov/governor/contact/proclamations	Eight-week notice
NM	https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/	45-day notice
NV	http://gov.nv.gov/Forms/Request_a_Proclamation/	Four-week notice
NY	https://www.governor.ny.gov/content/governor-contact-form	30-day notice
OH	https://www.governor.ohio.gov/Contact/Contact-the-Governor	30-day notice
OK	https://www.governor.ok.gov/contact/commendation-proclamation-request	30-day notice
OR	https://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	30-day notice
PA	https://www.governor.pa.gov/contact/#OnlineForm	30-day notice
PR	https://www.estado.pr.gov/en/proclamations/	60-day notice
RI	http://www.governor.ri.gov/contact/	45-day notice
SC	https://governor.sc.gov/executive-branch/proclamations	30-day notice
SD	http://sd.gov/governor/contact/contact.aspx	30-day notice
TN	https://www.tn.gov/governor/contact-us/constituent-requests/proclamation-request.html	21-day notice
TX	https://gov.texas.gov/apps/contact/assistance.aspx	30-day notice
UT	https://gocentral.utah.gov/Request/Declarations	30-day notice
VA	https://www.governor.virginia.gov/constituent-services/request-a-proclamation	45-day notice
VT	https://governor.vermont.gov/proclamation-request	Six-week notice
WA	https://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamationgreeting-or-letter	30-day notice
WI	https://evers.wi.gov/Pages/Newsroom/Proclamations.aspx	45-day notice
WV	https://governor.wv.gov/Pages/request_proclamation.aspx	30-day notice
WY	https://governor.wyo.gov/contact/proclamation-requests	45-day notice

² Email governor@govreeves.ms.gov for more information.

³ This Governor does not issue proclamations, rather the office will issue "Letters of Support" via email or by U.S. mail.