

## 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](mailto: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](http://www.nvhr.org).

## Appendix: Gubernatorial Proclamation Request Weblinks

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

<sup>1</sup> 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 <sup>2</sup>	<a href="https://governorreeves.ms.gov/">https://governorreeves.ms.gov/</a>	30-day notice
MT <sup>3</sup>	<a href="http://governor.mt.gov/">http://governor.mt.gov/</a>	Two-week notice
NC	<a href="https://governor.nc.gov/request/request-proclamation">https://governor.nc.gov/request/request-proclamation</a>	Six-week notice
ND	<a href="https://www.governor.nd.gov/contact-us">https://www.governor.nd.gov/contact-us</a>	30-day notice
NE	<a href="https://governor.nebraska.gov/proclamation-request">https://governor.nebraska.gov/proclamation-request</a>	30-day notice
NH	<a href="https://new-hampshire.secure.force.com/support/GOV_Proclamation">https://new-hampshire.secure.force.com/support/GOV_Proclamation</a>	30-day notice
NJ	<a href="https://nj.gov/governor/contact/proclamations">https://nj.gov/governor/contact/proclamations</a>	Eight-week notice
NM	<a href="https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/">https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/</a>	45-day notice
NV	<a href="http://gov.nv.gov/Forms/Request_a_Proclamation/">http://gov.nv.gov/Forms/Request_a_Proclamation/</a>	Four-week notice
NY	<a href="https://www.governor.ny.gov/content/governor-contact-form">https://www.governor.ny.gov/content/governor-contact-form</a>	30-day notice
OH	<a href="https://www.governor.ohio.gov/Contact/Contact-the-Governor">https://www.governor.ohio.gov/Contact/Contact-the-Governor</a>	30-day notice
OK	<a href="https://www.governor.ok.gov/contact/commendation-proclamation-request">https://www.governor.ok.gov/contact/commendation-proclamation-request</a>	30-day notice
OR	<a href="https://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx">https://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx</a>	30-day notice
PA	<a href="https://www.governor.pa.gov/contact/#OnlineForm">https://www.governor.pa.gov/contact/#OnlineForm</a>	30-day notice
PR	<a href="https://www.estado.pr.gov/en/proclamations/">https://www.estado.pr.gov/en/proclamations/</a>	60-day notice
RI	<a href="http://www.governor.ri.gov/contact/">http://www.governor.ri.gov/contact/</a>	45-day notice
SC	<a href="https://governor.sc.gov/executive-branch/proclamations">https://governor.sc.gov/executive-branch/proclamations</a>	30-day notice
SD	<a href="http://sd.gov/governor/contact/contact.aspx">http://sd.gov/governor/contact/contact.aspx</a>	30-day notice
TN	<a href="https://www.tn.gov/governor/contact-us/constituent-requests/proclamation-request.html">https://www.tn.gov/governor/contact-us/constituent-requests/proclamation-request.html</a>	21-day notice
TX	<a href="https://gov.texas.gov/apps/contact/assistance.aspx">https://gov.texas.gov/apps/contact/assistance.aspx</a>	30-day notice
UT	<a href="https://gocentral.utah.gov/Request/Declarations">https://gocentral.utah.gov/Request/Declarations</a>	30-day notice
VA	<a href="https://www.governor.virginia.gov/constituent-services/request-a-proclamation">https://www.governor.virginia.gov/constituent-services/request-a-proclamation</a>	45-day notice
VT	<a href="https://governor.vermont.gov/proclamation-request">https://governor.vermont.gov/proclamation-request</a>	Six-week notice
WA	<a href="https://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamationgreeting-or-letter">https://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamationgreeting-or-letter</a>	30-day notice
WI	<a href="https://evers.wi.gov/Pages/Newsroom/Proclamations.aspx">https://evers.wi.gov/Pages/Newsroom/Proclamations.aspx</a>	45-day notice
WV	<a href="https://governor.wv.gov/Pages/request_proclamation.aspx">https://governor.wv.gov/Pages/request_proclamation.aspx</a>	30-day notice
WY	<a href="https://governor.wyo.gov/contact/proclamation-requests">https://governor.wyo.gov/contact/proclamation-requests</a>	45-day notice

<sup>2</sup> Email [governor@govreeves.ms.gov](mailto:governor@govreeves.ms.gov) for more information.

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