

A How-To Guide in Obtaining a PA Week Proclamation

Overview

A proclamation is a formal public announcement or declaration made by officials to commend individuals or to announce upcoming events or celebrations. PA Week is the perfect opportunity to solicit a proclamation to honor and recognize the contributions of the PA workforce in your practice, facility, state, or community. To help your organization secure a proclamation and maximize its impact, we've created the following resources:

- Guidance for how to obtain a proclamation;
- A sample proclamation;
- A template press release; and
- Tips for follow up and promotion.

Obtaining a Proclamation

1. **Identify the best person/office to approach for the proclamation.** If time allows, getting multiple proclamations from your employer, the city council, a state representative, and even your federal congressperson can be impressive and garner awareness for PAs and PA Week.
2. **Contact the official's office to request the proclamation.** Be sure to check that person's website for instructions on how to submit a formal request, as there may be an online form or instructions on what information must be included in a letter. Plan in advance to allow enough time to process.
3. **Use the sample proclamation.** Create a draft proclamation using the sample below. Add your local information and the date on which you would like the proclamation issued. Remember that the official's office may change some language.
4. **Meet with the official for the signing of the proclamation.** You can likely be in the room when the proclamation is signed, and the official may let you take a group photo once it's signed. Be prepared to take your own photo or hire a photographer and obtain permission to use the photo to promote PA Week. If you are unable to take a photo with the official, make sure to take one with members of your constituent organization or facility PAs. Then, don't forget to share it with AAPA!

Sample PA Week Proclamation

Complete the **bold** phrases to finalize a proclamation. Follow guidelines from the official's office to request the proclamation.

WHEREAS, quality, cost-effective and accessible patient-centered healthcare, provided by PAs (physician assistants/physician associates) contributes to the well-being and quality of life for all patients of **[employer, your city, state]**; and

WHEREAS, PAs are rigorously educated and trained healthcare professionals who practice medicine in every specialty and setting and often serve as a patient's principal healthcare provider; and

WHEREAS, PAs are often the first point of contact for many patients and play a vital role in helping them understand their medical needs and empower them to become effective advocates for their own health; and

WHEREAS, PAs, a valuable asset to the medical team, enhance the delivery of high-quality healthcare for patients, often in medically underserved and rural areas; and

WHEREAS, PAs have earned the respect of the general public for their dedication and contributions to people's health and for their commitment to team-based care and ensure delivery of effective and efficient healthcare services;

NOW, THEREFORE, I **[your name, title]**, do hereby proclaim October 6–12 **[insert year]** as NATIONAL PA WEEK throughout **[facility, city or state name]** and encourage all of our residents to recognize PAs for the significant impact they have made and continue to make in healthcare as a critical part of the healthcare team.