



PA WEEK Proclamation

Proclamation and Sample

A proclamation is a formal public announcement or declaration made by government 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 state or community.

Obtaining a Proclamation

1. **Identify the best person/office to approach for the proclamation.** If time allows, getting multiple proclamations from 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 government 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 photograph or group photo once it's signed. Be prepared to take your own photograph or hire a photographer and obtain permission to use the photograph to promote PA Week. 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, affordable and accessible patient-centered healthcare, provided by physician assistants (PAs), contributes to the well-being and quality of life for all patients of **[your city, state]**; 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 are academically and clinically prepared to practice medicine in all settings and specialties, including the diagnosis and treatment of disease, assisting at surgery and prescribing medications; and

WHEREAS, a valuable asset to the medical team, PAs practice medicine to 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 lives and for working together with the healthcare team to ensure delivery of more effective and efficient healthcare services;

NOW, THEREFORE, I **[your name, title]**, do hereby proclaim October 6–12 **[insert year]** as NATIONAL PA WEEK throughout **[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.

Saying thank you can build your relationship

After receiving the proclamation and photo of the signing ceremony (if provided by the official), remember to acknowledge the official by saying thank you. This can be done in one of several ways:

- Provide official with a framed copy of the proclamation
- Submit a “thank you notice” in the local paper and send copy to official
- Provide a framed picture of the group at the proclamation signing
- Send a thoughtful thank you note, perhaps with the enclosed photo

Top ways to promote a proclamation

- Identify local newspapers throughout the state and submit article with photo
 - If the article is picked up by the newspaper, note this information on your constituent organization’s website along with copy of newspaper article
- Post photo and story on AAPA’s Facebook page, www.facebook.com/aapa.org, and on Twitter using the #PAWeek hashtag
- Include photo and story in constituent organization newsletters
- Send or drop off photo and story to the legislator’s office and use as an opportunity to introduce the official to the mission and work of the constituent organization while discussing PA issues
- Use the publicity created through the proclamation as an element of the constituent organization’s value to members when creating annual membership renewal and recruitment materials
- If the legislature is in session at the time, coordinate with state lawmaker to request that the proclamation be read into the official record of the legislative proceedings
- Ask the governor or official’s office to send a press release from their office about the proclamation