**HIMSS Chapter Advocacy: Request proclamation to declare State Health IT Day**

A Proclamation is a ceremonial document issued by the Governor’s office or City Council to commemorate a specific time period for the purpose of raising awareness about state or local efforts.

This proclamation would be to request your Governor or Mayor to proclaim a specific date as your State’s Health IT Day.

You may also request a proclamation to celebrate U.S. National Health IT Week. To learn more, go to <https://www.healthitweek.org/proclaim>.

**Why request a proclamation?**

* Brings awareness to your Chapter’s or organization’s efforts
* Shows to your legislators and partners how Governor or Mayor values health IT priorities
* Develop/maintain key relationships with Governor and City Council office

**How do I request one?**

* **Determine Whether You Want a City or State Proclamation**  
  Work with your team to decide whether you would prefer a city or state proclamation.
* **Allow Enough Time**  
  Getting a proclamation takes at least eight weeks. Allow yourself enough time to contact the appropriate authorities, follow the government process and promote the proclamation.
* **Contact the Office (See template letter below.)**  
  Check the mayor’s or governor’s office webpages for online request forms or contact the office directly if you have questions. While some offices have a staff member exclusively devoted to proclamations, other staff members who may be of assistance are in public relations, communications, or office management.
* **Work Through the Process**  
  Carry out the office’s instructions to request a proclamation.
* **Promote the Proclamation**  
  Congratulations! Once you have obtained the proclamation, send to Alana at [alerer@himss.org](mailto:alerer@himss.org). Send out a press release, share on social media (#GovHIT), write a blog, and include it in your e-newsletters.

*The following template is designed for your State Health IT Day. This can be modified for to address a mayor to request a city proclamation related to local efforts. This letter can be modified as needed. You may share the HIMSS fact sheet at the CLRA under Resources (*[*http://clra.himsschapter.org/CAR*](http://clra.himsschapter.org/CAR)*) as background information referenced in the letter.*

(HIMSS Chapter logo here)

The Honorable \_\_\_\_\_\_\_\_\_\_\_

Governor

(Mailing address)

Dear Governor:

The Healthcare Information and Management Systems Society [(HIMSS)](http://www.himss.org) is a global advisor and thought leader supporting the transformation of health through information and technology. I am writing on behalf of “HIMSS \_\_\_\_\_\_\_ Chapter”, which represents more than (number of members) (Georgians, Californians, etc.) who are dedicated to transforming health for all.

On (date), we are sponsoring (event name) at (location). This annual Advocacy Day will bring more than (number) health IT stakeholders from across the state to share how information and technology transforms health for all (Georgians, Californians, etc.) with members of the legislature. *Optional:* Our attendees will include (type attendees – e.g. clinicians, information technology executives, directors and managers) who work in the state’s (type organizations –e.g. healthcare provider institutions, payer organizations, the military and other branches of government, academic centers, and supplier and consulting companies).

The focus of the event is on \_\_\_\_\_. We are pleased to host the following speakers: names, titles.

We appreciate your leadership in health IT, specifically relating to (if applicable, list an initiative/legislation the Governor has introduced or signed pertaining to health IT). We are writing to request a letter of proclamation declaring (date of event e.g. May 1, 2019) as (name of declaration – “Alabama/other State Health IT Day”) at the General Assembly. I have attached background information on HIMSS for your information.

Please do not hesitate to contact me should you need additional information. We thank you in advance for your time, attention, and leadership.

Sincerely,

Individual Name

Role in Chapter

HIMSS \_\_\_\_\_\_Chapter

Email and phone #