

# STEP-BY-STEP GUIDE TO SECURING A PROCLAMATION FOR AUTOIMMUNE AWARENESS MONTH

Ready to make a difference? Follow these simple steps to secure a proclamation in your municipality and help shine a spotlight on autoimmune diseases across the country!

## Step 1: Connect with Local Officials

- Use the online tool: Start by using our online tool to locate and connect with your local officials. It's quick and easy to send them a request!
- Not listed? No problem! If your municipality isn't in our tool, you can email officials directly.
  - Find their contact info: Visit your municipality's website and look for contact information for the mayor, city clerk, or other relevant officials.
  - Send the email: Use our customizable email template to reach out. Be sure to attach a copy of the draft proclamation for their review!

## Step 2: Follow Up

- If you don't hear back within two weeks, send a polite follow-up email or call their office to check on the status of your request. Persistence pays off!

## Step 3: Receive Your Proclamation

- If the municipality agrees to issue a proclamation, they will contact you to let you know.
- Delivery options:
  - They may mail it to you.
  - They might invite you to pick it up at their office.
  - Or, they could invite you to a council meeting to present it.

## **Step 4: Celebrate the Moment!**

- If you pick up the proclamation in person or at a meeting:
  - Snap a picture: Capture a photo of yourself, the proclamation, and (if possible) an official who helped make it happen.
  - Speaking at a meeting? They may invite you to say a few words during a council meeting. Use our Sample Remarks document to feel confident and prepared!

## **Step 5: Share the News!**

- Once you've received your proclamation, enter the details into our Interactive Awareness Map. Upload a photo of the proclamation. Share your story and any photos you took during the process. Help light up the map and show the power of community action!
- Send a press release to your local media. Use our Sample Press Release to add your information and send to your local media to generate even more awareness!

By following these steps, you'll help us build a nationwide movement for autoimmune awareness. Your efforts will inspire others, amplify voices, and bring us closer to a world where autoimmune diseases are better understood and supported.