



Diaper Need Awareness Week

September 26 to October 2, 2016

Proclamation Guidelines by State

State	Website	Instructions
Alabama	http://216.226.177.218/forms/contact_procs.aspx	In order to complete the document accurately and efficiently, please provide as much information as possible. If you are requesting a proclamation, please cut and paste a copy of a previous proclamation or include enough information to draft a new version. Please submit form no later than 30 days prior to date needed.
Alaska	http://aws.state.ak.us/CrmForms/Home/WebRequest	Proclamation requests are reviewed 4-6 weeks ahead of the requested issue date. To be fully considered, proclamations must include proposed draft language. Approved proclamations will not specifically advertise or endorse a specific organization, event, business, living individual, product, or service.
Arizona	http://azgovernor.gov/cs/Proclamations.asp	Proclamation requests are accepted six weeks in advance of the event date or proclaimed date. Requests will be accepted no more than 6 months in advance and will not be issued more than 3 months in advance of the event.
Arkansas	http://governor.arkansas.gov/proclamation-request-form	All proclamations must be submitted to the Office of Communications with at least a 30-day notice to allow for the approval process and the production of the document itself. Proclamations must have statewide significance. Organizations are limited to two proclamation requests within the same calendar year. Please prioritize your requests.
California	http://gov.ca.gov/m_contact.php	When requesting a commemorative message a draft of the requested language (200 words or less) and background information on the organization or individual must be included. All requests must be submitted no later than 30 days prior to your requested deadline or event date, whichever comes first. Please include a contact name, email, address and phone number, date of the event, date message is needed, and background information.



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Colorado	http://www.colorado.gov/govhdir/requests/proclamation.html	Four weeks' notice is required to provide proclamations. Sample language for the proclamation must be provided with the request. Any sample language may be edited or rewritten at the discretion of the Governor's Office
Connecticut	http://portal.ct.gov/Request_Proclamation.aspx	Due to the volume of requests received, your request must be submitted at least four weeks prior , but no more than 3 months prior, to the due date.
Delaware	http://smu.governor.delaware.gov/cgi-bin/mail.php?recognition	Organizations can request a Proclamation for its special recognition Day, Week, or Month provided they are located in Delaware or have a Delaware connection if they are a national group. Please allow two weeks for your request to be processed
DC	http://os.dc.gov/service/ceremonial-services	Please allow a minimum of three weeks to process your request. Please do not submit your request no more than <i>three months</i> before the date of your event.
Florida	http://www.flgov.com/request_a_letter/	Please allow 4-6 weeks for review.
Georgia	http://gov.georgia.gov/proclamation-request	All requests must be submitted at least 45 days before the proclamation is needed for consideration.
Hawaii	http://governor.hawaii.gov/contact-us/request-a-proclamation/	All requests must be submitted a minimum of four (4) weeks prior to the date it is needed. Requests will be accepted no more than six (6) months in advance.
Idaho	http://www.gov.idaho.gov/mediacenter/proc/index.html	Your request must be submitted three (3) weeks prior to the date you wish to receive the document.
Illinois	http://www.illinois.gov/gov/ContactUs/Pages/Proclamation.aspx	Proclamations must contain a message of statewide significance Requests must be made to the Governor's Office 4 weeks in advance of date needed.
Indiana	http://www.in.gov/gov/2361.htm	Requests must be submitted 6-8 weeks in advance of the requested delivery date or it will be denied.



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Iowa	https://governor.iowa.gov/constituent-services/proclamation-request/	Requests must be made to the Governor's office 6 weeks in advance of date needed.
Kansas	https://governor.ks.gov/serving-kansans/constituent-services/proclamation-guidelines	You are strongly encouraged to submit your request 6-8 weeks in advance of your requested date. Requests will be accepted no more than six months in advance. If less than two weeks' notice is given, the Governor's Office reserves the right to decline.
Kentucky	http://governor.ky.gov/office/Pages/proclamations.aspx	Proclamation requests are reviewed on a case-by-case basis.
Louisiana	http://gov.louisiana.gov/index.cfm/form/home/13	A minimum of two weeks' notice is required to provide the proclamation. The Governor's office may choose to decline any requests received with less than two weeks' notice. Proclamations are not sent to out-of-state individuals or organizations. All proclamations are limited to 200 words. No proclamation will be proclaimed more than 45 days in advance, and only 1 original copy of each proclamation will be made.
Maine	http://www.maine.gov/governor/lepage/citizen_services/request_proclamation.shtml	All requests must be made 45 days in advance .
Maryland	http://governor.maryland.gov/mail/citations.asp	Requests for citations and proclamations must be received by the Governor's Office at least 8 weeks in advance of your deadline.
Massachusetts	http://www.mass.gov/governor/constituent-services/recognition/	If you would like to request a proclamation, please email your request, along with suggested language and background materials, at least 20 business days before the print or event deadline. Please note the Governor does not issue proclamations more than thirty days in advance.



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Michigan	https://www.michigan.gov/snyder/0,4668,7-277-57577_59874---,00.html	To submit a proclamation or program book welcome letter request, please send a detailed e-mail to tributes@michigan.gov at least four weeks in advance of when the recognition is needed.
Minnesota	http://mn.gov/governor/resources/proclamations/	Complete the Proclamation Request Form (all requests must be in writing) at least 20 calendar days in advance of the date it is needed.
Mississippi	http://www.governorbryant.com/requests/proclamation-request/	To submit an application for a proclamation, contact Debbie Carney at debbie.carney@governor.ms.gov or (601) 576-2028.
Missouri	http://governor.mo.gov/get-involved/request-proclamation-governor-jay-nixon	You may place your request up to 3 months in advance of the event date. Proclamations are generally not completed and mailed until 7-10 working days prior to the date needed. It can take up to 30 days for a proclamation to be issued. If you request a proclamation less than 30 days in advance of the date needed, our office may not be able to process and complete the request.
Montana	https://governor.mt.gov/Home/Contact	No process identified: You can contact the Governor's office by mail or by phone: Office of the Governor PO Box 200801 Helena MT 59620-0801 406-444-3111 Toll Free: 855-318-1330 FAX: 406-444-5529
Nebraska	https://governor.nebraska.gov/proclamation-request	Your request must be submitted at least 30 days in advance of your requested date. Requests will be accepted no more than 6 months in advance. If less than 2 week's notice is given, the Governor's Office reserves the right to decline the



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		proclamation.
Nevada	http://gov.nv.gov/contact/proclamation/	Proclamation requests must be submitted at least 30 days in advance of the required issue date.
New Hampshire	http://www.governor.nh.gov/citizen/index.htm	Send a request in writing to the Governor's Office at: Governor Maggie Hassan, State House, 107 North Main Street, Concord, NH 03301 or by email . Please send requests at least two weeks in advance and include as much information as possible.
New Jersey	http://www.state.nj.us/governor/contact/	Select "Requesting Proclamation/Special Letter."
New Mexico	http://governor.state.nm.us/Proclamations_1.aspx	Requests will be accepted no more than 6 months in advance and will not be issued more than 3 months in advance of the event. Four week notice is required to provide proclamations.
New York	http://www.governor.ny.gov/contact	Further information on obtaining a Proclamation is available by contacting Executive Chamber Operations/Proclamations at (518) 474-6499 or by writing to the Governor at: The Honorable Andrew M. Cuomo Governor of New York State NYS State Capitol Building Albany, New York 12224 (Attention: Proclamations)



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North Carolina	http://governor.nc.gov/citizen-services/request-proclamation	Please note that all requests require 6-8 weeks prior notification.
North Dakota	http://governor.nd.gov/contact-us	No formal process; contact the governor.
Ohio	http://www.governor.ohio.gov/Contact/ContacttheGovernor.aspx	Select "Requesting Proclamations/Special Letter."
Oklahoma	https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c77e83874080933b60eb19edcdc602986eae9c12d826cb	All requests should be made at least 30 days in advance .
Oregon	http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	All proclamations must be submitted with at least a 30-day notice to allow for the approval process and the production of the document itself.
Pennsylvania	https://governor.pa.gov/contact/	Select "Greetings/Proclamations/Letters." The Governor's Office requires 6-8 weeks to process a request for a greeting or proclamation from Governor Wolf.
Rhode Island	http://www.governor.ri.gov/contact/	No formal process; contact the governor.
South Carolina	http://governor.sc.gov/EXECUTIVEOFFICE/Pages/Proclamations.aspx	Please submit your request 30 days in advance .
South Dakota	http://sd.gov/governor/contact.aspx	No formal process; contact the governor.
Tennessee	http://www.tn.gov/governor/article/request-for-a-proclamation	Requests must be made through the governor's website no less than 21 business days in advance . Proclamations may be requested, but will not be issued, more than three months in advance.



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Texas	http://governor.state.tx.us/contact/	Click "I need assistance". Complete required fields. Under issue click "Ceremonial Item Request." Include request and draft proclamation in comment box. Ceremonial item requests should be submitted at least three to eight weeks in advance.
Utah	http://www.utah.gov/governor/declarations/	All declaration requests must be submitted online on the Governor's website, utah.gov/governor/declarations , using the Request link that takes you to the Application for Declaration form. The application must be submitted at least six weeks in advance of the date needed.
Vermont	http://governor.vermont.gov/contact-us/proclamation	The public may request proclamation 4-6 weeks before the desired date, and the governor may make a determination based on his review.
Virginia	https://governor.virginia.gov/constituent-services/make-a-request/proclamations/proclamation-request/	Request must be at least 45 days in advance and not more than 120 days of desired date.
Washington	http://www.governor.wa.gov/contact/requests-invites/request-proclamation-greeting-or-ceremonial-letter	All requests must be received at least 30 days before the date you need the item by or the print date.
West Virginia	http://www.governor.wv.gov/Pages/ProclamationRequestGuidelines.aspx	All proclamations must be submitted at least 30 days in advance to allow for the approval process and the production of the document itself.
Wisconsin	http://walker.wi.gov/contact/proclamations-department	Requests will not be accepted more than six months in advance and will not be issued more than three months in advance of the event. At least four weeks' notice is required to provide proclamations.
Wyoming	http://governor.wy.gov/SiteCollectionDocuments/Proclamation%20Policy.pdf	Requests for a proclamation signing should be made four to six weeks prior to the requested date. Requests can be mailed, e-mailed, faxed or hand-delivered.



National
Diaper Bank
Network

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- Mail requests to:
Michelle Dynes
Office of the Governor
200 W. 24th St.
Cheyenne, WY 82002
- E-mail requests to: michelle.dynes@wyo.gov
- Fax requests to: (307) 632-3909

