



## Constituent Relations Office of Governor Mike Dunleavy

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### **Proclamation Policy and Request Procedure**

Governor Dunleavy is pleased to provide proclamations throughout the year designating certain dates in recognition of specific causes, issues, or historical events that have importance for the people of Alaska or in acknowledgement of the benefits Alaskans receive due to the service of a particular wide-ranging segment of the population. Governor Dunleavy issues a wide array of proclamations.

Proclamations ideally reflect, but are not limited to, the priorities of the Governor and his Administration. Its primary purposes are to assert a call to action, highlight awareness of a particular priority or concern, or to bring attention to a national or uniquely Alaskan issue. A proclamation does not have the force of law. All proclamations that the Governor has issued are posted on the State's website at <https://gov.alaska.gov/newsroom/category/proclamations/>.

#### **Proclamation Guidelines:**

Our office is unable to issue proclamations that honor a specific living individual, a specific event, or that endorse a specific product, service, private organization, or business. We are unable to fill requests that take sides in matters of political, ideological, or religious controversy. The Office of the Governor issues only one proclamation in a 12 month period in recognition of the same cause or issue. The issuance of a particular proclamation in one year does not guarantee the proclamation will be issued the following year.

#### **Requesting a Proclamation:**

Only Alaskan Residents can submit an official request to the Office of Constituent Relations for a proclamation from the Governor. All requests must include draft language, have four to six "Whereas" clauses, include suggested language and/or statistics that are specific to Alaska, and include correct citations to substantiate any included statistics and/or facts.

Requests from State of Alaska Departments, Divisions, or other State Agencies must include approval from the Commissioner, Division Director, or Executive Director.

Submitting a request is the first step in the process. All proclamation requests go through a review process for approval before being prepared for the Governor's signature. Submitting a request does not insure that a proclamation will be issued. In order to allow for the review process and timely delivery, requests must be submitted via the website four to six weeks in advance of the proposed issuance date. Requests received via hard copy mail, fax, hand-delivery, email, or phone will not be honored. Requestors must state their preferred delivery method in their request. We will provide a final hard copy, and up to 10 additional hard copies per request. Proclamations will be mailed to the requestor no more than two weeks in advance of the proclamation date.

**Requests Concerning Medical Conditions**

The Office of the Governor receives numerous requests to honor very specific medical/health conditions; unfortunately, we are unable to issue each one. In order to mitigate this, we issue two proclamations annually to honor as wide a variety as possible. In February, we issue Rare Disease and Disorder Day and Cancer Awareness Day Proclamations to honor various types of rare diseases/disorders and cancers.

**Proclamation Approval Process**

Final approval of any proclamation and the language it contains are solely at the discretion of the Office of the Governor. Approved proclamations will be posted on the Governor's Website on their effective date.

Information regarding proclamations and an online request form are available on the website at <http://aws.state.ak.us/CrmForms/Home/WebRequest>. For more information, you may contact our Constituent Relations Office directly in Juneau at 907-465-3500.

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