



## Government Affairs and Public Policy State Proclamation Requests

A Governor's Proclamation is a ceremonial document and declaration on behalf of the entire state. These documents influence policy discussions, public awareness, and offer exciting opportunities to further engage the public and elected Representatives on issues of significance.

The name or language for such a request may change depending on the state. In addition, some states may still require constituents to send their request in writing or through a general contact form online rather than a separate request form. Please be sure to read the requirements posted on your Governor's website prior to sending.

If your Governor's office is unresponsive or has a long and complicated process for Proclamations, consider requesting a Proclamation from the Mayor of your state capital or a major city in your state. Large cities, large states with diverse regional geo-political landscapes, and local city councils often have their own processes for such ceremonial acts. The ACA Government Affairs and Public Policy team would be happy to aid in navigating this process if a state is interested in pursuing this option.

States will be provided a draft script for annual ACA initiatives and interests, such as Counseling Awareness Month and Minority Mental Health Month. States are requested to amend the language as necessary and to submit on behalf of their members. Please contact the ACA Government Affairs and Public Policy team once a Proclamation has successfully been submitted via [DMarsalek@Counseling.org](mailto:DMarsalek@Counseling.org). For questions or concerns, please contact: [Advocacy@Counseling.Org](mailto:Advocacy@Counseling.Org)

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### **Proclamation request information and required notice by state:**

Alabama - [https://contact.governor.alabama.gov/contact\\_procs.aspx](https://contact.governor.alabama.gov/contact_procs.aspx) - thirty day notice

Alaska - <http://aws.state.ak.us/CrmForms/Home/WebRequest> - six week notice

American Samoa - <https://www.americansamoa.gov/office-of-the-governor> - eight week notice

- Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation

Arizona - <https://azgovernor.gov/engage/proclamations> - six week notice

Arkansas - <https://governor.arkansas.gov/online-services/proclamation-request> - thirty day notice

California - <https://www.gov.ca.gov/> - ninety day notice

- Must be evaluated and sponsored by the state agency under which the proclamation topic falls. The agency works directly with the requestor to determine if the agency will sponsor the proclamation. Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation.

Colorado - <https://www.colorado.gov/governor/proclamations> - four week notice



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Connecticut - <https://portal.ct.gov/Office-of-the-Governor/Contact/Proclamation-Request> - four week notice

Delaware - <https://governor.delaware.gov/request-proclamation-tribute> - three week notice

Florida - <https://www.flgov.com/proclamations> - six week notice

Georgia - <https://gov.georgia.gov/contact-us/proclamations/proclamation-request> - forty-five day notice

Guam - <https://governor.guam.gov/contact-us/> - eight week notice

- Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation

Hawaii - <https://governor.hawaii.gov/contact-us/request-a-proclamation> - four week notice

Idaho - <https://gov.idaho.gov/proclamations/> - three week notice

Illinois - <https://www2.illinois.gov/sites/gov/contactus/Pages/Proclamation.aspx> - four week notice

Indiana - <https://www.in.gov/gov/2916.htm> - eight week notice

Iowa - <https://governor.iowa.gov/constituent-services/proclamation-request> - six week notice

Kansas - [https://governor.kansas.gov/serving-kansans/constituent\\_services/proclamation-guidelines/proclamation-request/](https://governor.kansas.gov/serving-kansans/constituent_services/proclamation-guidelines/proclamation-request/) - eight week notice

Kentucky - <https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm> - thirty day notice

Louisiana - <http://gov.louisiana.gov/index.cfm/form/home/13> - thirty day notice

Maine - [https://www.maine.gov/governor/mills/contact/request\\_proclamation](https://www.maine.gov/governor/mills/contact/request_proclamation) - forty-five day notice

Maryland - <https://governor.maryland.gov/proclamation-requests/> - thirty day notice

Massachusetts - <https://www.mass.gov/how-to/request-a-proclamation-from-governor-baker> - twenty day notice

Michigan - [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90639---,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639---,00.html) – four week notice

Minnesota - <https://mn.gov/governor/news/proclamationrequest.jsp> - twenty day notice

Mississippi - <https://governorreeves.ms.gov/> - thirty day notice

- Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation

Missouri - <https://governor.mo.gov/contact-us> - thirty day notice

Montana - <http://governor.mt.gov/> - two week notice

- This Governor does not issue proclamations, rather the office will issue "Letters of Support" via email or by U.S. mail. Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help as needed.



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Nebraska - <https://governor.nebraska.gov/proclamation-request> - thirty day notice

Nevada - [http://gov.nv.gov/Forms/Request\\_a\\_Proclamation/](http://gov.nv.gov/Forms/Request_a_Proclamation/) - four week notice

North Carolina - <https://governor.nc.gov/request/request-proclamation> - six week notice

North Dakota - <https://www.governor.nd.gov/contact-us> - thirty day notice

New Hampshire - [https://new-hampshire.secure.force.com/support/GOV\\_Proclamation](https://new-hampshire.secure.force.com/support/GOV_Proclamation) - thirty day notice

New Jersey - <https://nj.gov/governor/contact/proclamations> - eight week notice

Northern Mariana Islands - <https://governor.gov.mp/contact/> - sixty day notice

- Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation

New Mexico - <https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/> - forty-five day notice

New York - <https://www.governor.ny.gov/content/governor-contact-form> - thirty day notice

Ohio - <https://www.governor.ohio.gov/Contact/Contact-the-Governor> - thirty day notice

Oklahoma - <https://www.governor.ok.gov/contact/commendation-proclamation-request> - thirty day notice

Oregon - <https://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx> - thirty day notice

Pennsylvania - <https://www.governor.pa.gov/contact/#OnlineForm> – thirty day notice

Puerto Rico - <https://www.estado.pr.gov/en/proclamations/> - sixty day notice

- Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation

Rhode Island - <http://www.governor.ri.gov/contact/> - forty-five day notice

South Carolina - <https://governor.sc.gov/executive-branch/proclamations> - thirty day notice

South Dakota - <http://sd.gov/governor/contact/contact.aspx> - thirty day notice

Tennessee - <https://www.tn.gov/governor/contact-us/constituent-requests/proclamation-request.html> - twenty-one day notice

Texas - <https://gov.texas.gov/apps/contact/assistance.aspx> - thirty day notice

U.S. Virgin Islands - <https://www.vi.gov/contact/> - two month notice

- Contact [dmarsalek@counseling.org](mailto:dmarsalek@counseling.org) for help filing this proclamation

Utah - <https://gocentral.utah.gov/Request/Declarations> - thirty day notice



Government Affairs and Public Policy  
**State Proclamation Requests**

Vermont - <https://governor.vermont.gov/proclamation-request> - six week notice

Virginia - <https://www.governor.virginia.gov/constituent-services/request-a-proclamation> - forty-five day notice

Washington - <https://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-greeting-or-letter> - thirty day notice

West Virginia - [https://governor.wv.gov/Pages/request\\_proclamation.aspx](https://governor.wv.gov/Pages/request_proclamation.aspx) - thirty day notice

Wisconsin - <https://evers.wi.gov/Pages/Newsroom/Proclamations.aspx> - forty-five day notice

Wyoming - <https://governor.wyo.gov/contact/proclamation-requests> - forty-five day notice