



Global Peer Support Celebration Day (GPSCD) Toolkit

GPSCD is Supported By:
INTERNATIONAL ASSOCIATION OF PEER SUPPORTERS (INAPS)

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ABOUT THIS TOOLKIT

The Global Peer Support Celebration Day (GPSCD) committee members developed this toolkit to assist peer supporters in crafting, creating, and developing a unique and personal event in his/her country, state, region, or city; however, peer supporters are welcome to develop his/her own materials. The information and examples contained in this Toolkit can be mixed and matched or customized to fit the look, feel, and needs of peer supporters, organizations, and the like.

THIS TOOLKIT CONTAINS THE FOLLOWING ITEMS

- Information about press releases and proclamations;
- A list of US and US Territory proclamation websites, information, and how to request a proclamation;
- Examples of a proclamation and press release;
- An example of a Request for a Proclamation letter and a ‘thank you letter; and,
- A flyer and ‘Save-the Date’ message.

HISTORY OF GLOBAL PEER SUPPORT CELEBRATION DAY

The idea of a ‘national day’ for peer supporters began to take shape at the 2014 Annual International Association of Peer Supporters (iNAPS) conference in Atlanta, Georgia. This day of celebration, recognition, and reflection began when, the then National Director of Peer Support Services with the Veteran’s Administration, Dan O’Brien-Mazza discussed his idea at a membership meeting. His idea sparked much enthusiasm from other iNAPS members.

With the help of former board member, Gladys Christian, and VA members, Jason Zimmerman, Pam Moore, Bill Beverly-Blanco and others, and the support of the Department of Veteran’s Affairs Healthcare Administration, GPSCD was born. With former Executive Director, Steve Harrington and a press release, this ‘celebration of peer supporters’ continued to gain momentum. With support from the National Alliance on Mental Health (NAMI), Depression and Bipolar Support Alliance (DBSA), Recovery Innovations (RI) International, the Copeland Center, Substance Abuse Mental Health Services Administration (SAMHSA), Psychiatric Rehabilitation Association (PRA), Rutgers University Behavioral Health Care, Appalachian Consulting Group, and the National Mental Health Consumers’ Self-Help Clearinghouse, this day of celebration and reflection became a global grassroots movement, with a common theme - hope, recognition, and celebration.

The first year was a huge success because of the tireless work of Steve Harrington, iNAPS board members and its membership, and organizations who promoted the event. Year 2 became a bit more challenging without the guidance and support of Steve Harrington. With the determination of Bill Beverly-Blanco, iNAPS, and others who have volunteered tireless hours, GPSCD is alive and moving forward.

WHAT IS AND WHEN IS GLOBAL PEER SUPPORT CELEBRATION DAY

Global Peer Support Celebration Day (GPSCD) is an annual celebration of peer supporters, peer support, and recognizing their work in helping their peers with mental health, addictions, and or trauma-related challenges move along the continuum of recovery and inclusion into communities of his/her choosing. This annual, worldwide event takes place annually on the third Thursday in October.

This purpose of Global Peer Supporters Celebration Day is two-fold:

- 1) For peers to recognize and reflect on their contributions and celebrate successes; and

2) For the public, elected officials, and others to celebrate and recognize peer supporters and peer work at national, state and local levels, in the organizations that employ them, and throughout the behavioral (mental health and substance use) communities on the third Thursday in October.

WHY SHOULD PEER SUPPORTERS AND PEER SUPPORT BE CELEBRATED

GPSKD celebrates peer supporters; the people who provide a shining example of overcoming the challenges often associated with mental health and or addiction issues for their peers. Peer supporters inspire hope and often fail to recognize and reflect on their contribution to serving others. Furthermore, peer supporters forget to celebrate what they do, let alone acknowledge ‘they’ make a difference on a daily basis in the lives of those they serve (seniors, adults, youth, children, and families) or how transformative they are (and have been) in mental health systems and the industry as a whole.

This day of celebration and recognition highlights the impact and contributions peer supporters make in the lives of their peers who are facing mental health, addictions, and or trauma-related challenges. Moreover, when ‘*one voice becomes many voices*,’ elected officials, the public-at-large, organizations, co-workers, and others begin to breakdown stereotypes and stigma, and awareness of and support for peer supporters and peer work develops and grows.

HOW TO CELEBRATE THIS EVENT

Please join peer supporters and iNAPS by taking a moment to stop, recognize, reflect on, and celebrate the hard work and dedication with peer workers across the globe at 12 noon in your particular time zone.

Peer supporters are encouraged to develop, craft, and celebrate this event in a way that is unique, personal, and meets their perceptions and goals for how ‘*their*’ day looks, feels, and is celebrated in their country, state, region, and or local area, including workplaces. In other words, ‘there is no one-size fits all’ or a ‘right or wrong way’ to take part in this annual celebration.

The following ideas may assist in developing a local celebration:

- Getting organizational sponsorship to host a celebration event in the workplace or other public arena, such as scheduling a presentation or Lunch and Learn for civic groups or schools;
- Hosting an informational presentation or exhibit;
- Writing articles and submitting them to newspapers, magazines, and newsletters about peer support, peer supporters, and the role they play in serving their peers in mental health and addiction services;
- Creating proclamation language and sending a Proclamation Request to elected officials (governors, mayors, and others), to recognize Global Peer Support Celebration Day, and inviting him/her to attend a local event; and or,
- Having a workplace sponsor a lunch to celebrate peer supporters and their hard work and dedication.

If you take photos, have an event, or write a press release or proclamation request, please share it with us. You may send or info@peersupportworks.org

LOGO - GLOBAL PEER SUPPORT CELEBRATION DAY



[Download the Logo](#)

[PNG](#) | [PDF](#) | [SVG](#) | [ZIP](#)

PRESS RELEASE

WHAT IS A PRESS RELEASE

A press release, also known as a news release is a brief printed statement that outlines the major facts of a news story in journalist style. The purpose of a press release is to announce something noteworthy. Once composed, written, and videotaped (if applicable), the news release is sent to journalists and members of the media.

WHY SHOULD I PREPARE A PRESS RELEASE

The reason peer supporters should compose a written news release about Global Peer Support Celebration Day (GPSCD) is to pique the interest of a journalist or publication and bring awareness, recognition, and global celebration of and for Peer Support Celebration Day (GPSCD). Furthermore, a press release assists in bringing awareness of peer support and peer supporters' contributions in assisting their peers in finding hope, help, and recovery from mental illness(es), addictions, and or trauma-related challenges to government officials, to the general public, and to persons who may be struggling to seek help.

HOW TO GET STARTED

A press release should read like a news story, written in third-person, citing quotes and sources, and containing standard press release information. The press release should contain all the essential information (who? what? where? when? how? and most importantly why?) for the journalist to easily produce his/her own story.

According to Dave Roos (n.d.) in his online article titled, *How Press Releases Work*, the standard press release begins with contact information, usually the name, phone number, and e-mail address of the person who wrote the release. Then comes the headline, arguably the most important four or five words in the whole press release. **The headline is what the journalist reads first. If it is not intriguing, newsworthy, and unique, a journalist may not read any further.**

Below the headline comes a brief, one-line summary of the press release, like the headline, **the summary should draw the reader in quickly and motivate them to learn more.**

Since a press release *looks and feels like a story in a newspaper*, it is important to include a location and date stamp at the beginning of the first paragraph, such as Denver, CO – April 30, 2018. Just like a standard news story, **the first sentence of a news release should summarize the main news of the press release in 25 words or less.**

The rest of the body of the press release should answer all of the questions a journalist might have about your announcement, including Global Peer Support Celebration Day (GPSCD), what it is, when it is, why it takes place, and information and statistics on peer support, peer supporters, and the purpose of GPSCD. If you or your organization are planning an event, you should add information about your specific event in your news release as well.

Press releases typically end with a short description of the company or organization that is issuing the release, along with a call to action. The call to action could be to participate in your Global Peer Support Celebration Day event or promote your event, including sharing a signed proclamation from an elected official, or simply to find out more by contacting the author of the press release.

Please note: News Releases are written on an annual basis and include any new information, statistics, and specific information regarding that year's event. If it is easiest for you, keep a copy of your press release(s) on your computer, tablet, or USB drive so when you want to write and submit another news release the task will take less time.

WHAT SHOULD I DO WITH A PRESS RELEASE AFTER I HAVE CRAFTED ONE

You can choose to do any of the following and or use your imagination to call attention to Global Peer Support Celebration Day, peer support, peer supporters, and or your event, including the presentation by an elected official attending and signing your proclamation.

- Send your press release to news media personnel at your local radio station, state-wide newspaper, county or city newspapers, organizational, consumer-oriented newsletters, and the like;
- Distribute your press release to your organizations leadership team and co-workers to inform them of your Global Peer Support Celebration Day event;
- Share with your email distribution lists;
- Post to your social media sites (Google+, Twitter, Facebook, Instagram, LinkedIn, etc.);
- Turn your written press release into a video using your press release content, and then send to local television stations, including city television stations, or post to blogs and other social media sites;
- Post in an obvious place so that your customers, members, family members, etc., can easily view your press release and ,
- Send a copy of your press release, including any pictures, announcements, and Global Peer Support Celebration Day event to GPSCDINAPS@Gmail.com.

Source: <https://money.howstuffworks.com/business-communications/how-press-releases-work1.htm>

EXAMPLE OF A PRESS RELEASE

CONTACT: Your First and Last Name
 Organization Name
 Your Telephone Number
 Your Email Address

For Immediate Release

THE LOW DOWN ON GLOBAL PEER SUPPORT CELEBRATION DAY

Global Peer Support Celebration Day (GPSCD) celebrates peer supporters across the globe who have ‘been there, done that,’ inspire hope and support to those still struggling with the effects of mental health, addiction, and or trauma-related challenges.

April 30, 2018, Denver, CO- Peer supporters will take time to celebrate their hard work and dedication to their peers on Thursday, October 18, 2018, during the fourth annual Global Peer Support Celebration Day (GPSCD) event.

GPSCD is a day for peer supporters (also known as peer workers or peer providers) from across the globe to reflect on and celebrate the important role he/she plays in helping their peers who are struggling with mental health, addiction, and or trauma-related challenges move along the continuum of recovery and inclusion into communities of his/her choosing. In addition, the event increases public awareness of peer supporters, the services they provide (and do not provide), how they impact the lives of countless seniors, adults, children, adolescents, and families within the health and human services industry, and how their shining example of recovery, in the places where these services are delivered is a beacon of hope for those they serve.

Peer supporters are individuals with ‘lived experience.’ Their lived experience equates to the old adage, “been there, done that!” ideology. Peer supporters are role models, share wisdom, and experiential knowledge they gained during their own road to recovery. Because peer supporters understand what it is like to move through the devastation and stigma often associated with having a mental illness, addiction, and or trauma-related challenge, and move toward, into, and beyond recovery their first-hand knowledge and unique perspective empowers their peers to envision possibilities. Peer supporter’s use their personal experiences to provide support (known as peer support) to their peers by empowering them to make informed decisions about their personal lives, treatment options, and helping them strive to reach their goals.

Peer supporters work in a variety of mental health, addiction, and primary care facilities, such as inpatient and outpatient clinics, hospitals, crisis centers, emergency rooms, nursing homes, residential treatment facilities, government sponsored agencies, such as the Veteran’s Administration (VA), and in correctional facilities, such as jails and prisons.

This valuable service is important because this type of social support results in psychological and physical health benefits for both the receiver and provider. Peer support relies on a non-hierarchical, reciprocal relationship that fosters understanding and trust between peer supporters and their peers and among populations who otherwise may be alienated from or have poor access to mental health and or addiction services.

Peer support is voluntary, but usually frequent and ongoing, and accessible, flexible, culturally sensitive, and peer-focused. In other words, peer supporters are available, yet guided by the wants and needs of the individuals who seek their support. Peer support can take many forms – phone calls, text messaging, group meetings, home visits, going for walks together and even grocery shopping. It complements and enhances other mental health and addiction services by creating the emotional and social support and practical assistance necessary for persons with mental health, addiction, and or trauma-related challenges manage their disorders and stay healthy.

Peer support has existed in the mental health and addiction fields for decades. Growth in the field has expanded in the United States, Canada, and the world in recent years. Research shows that peer supporters have a transformative effect on the peers they serve, other mental health providers (therapists, psychologists, and psychiatrists), and the mental health systems that employ them.

According to Mental Health America and Peers for Progress, peer support is a “critical and effective strategy” for ongoing physical, mental, and addiction healthcare, and a proven approach for sustained behavior change for persons with these disorders, and for people with chronic diseases and other conditions. Furthermore, the benefits of peer support extend beyond individuals with these challenges by creating change, increasing awareness, and reducing stigma in neighborhoods, communities, organizations, systems, social groups, and other public gathering and forums.

Overall, research studies have found that peer support:

- Improves quality of life;
- Improves engagement and satisfaction with services and supports;
- Improves self-efficacy;
- Improves self-reported mental and physical health status, self-care skills, and use of medications;
- Improves whole health, including chronic conditions like diabetes;
- Decreases the number of emergency room visits, number of hospitalizations, and the number of inpatient hospital days;
- Reduces the overall cost of mental health and addiction services;
- Reduces mental health symptoms;
- Increases knowledge of mental illness, addiction, trauma-related challenges, and chronic illness and diseases; and
- In general, peer supporters who provide peer support to others report less depression, heightened self-esteem, self-efficacy, and improved quality of life.

Please join peer supporters from across the globe, the International Association of Peer Supporters (iNAPS), [Insert the name of your organization], and others on [Insert the GPSCD date] by participating in one or more of the following activities [Include activities specific to your event below.:

- Participating in a ‘moment of silence’ to reflect on and celebrate peer supporters, and their hard work and dedication, at 12 noon;
- Attending a teleconference call (when applicable) hosted by iNAPS at 2pm EST. The telephone number is XXX-XXX-XXX. The conference code is XXXX;
- Getting organizational sponsorship to host a celebration event in their workplace or other public arena, such as scheduling presentations for civic groups or schools, hosting informational booths or exhibits, writing articles and submitting them to newspapers, magazines, and newsletters about peer supporters, peer supporters, and the role they play in serving their peers in mental health and addiction services; and or

- Creating proclamation language and sending a Proclamation Request to elected officials (governors, mayors, and others), to recognize Global Peer Support Celebration Day, and inviting him/her or attend their local event.

The International Association of Peer Supporters (iNAPS) sponsors the annual Global Peer Support Celebration Day event. Their mission, as a 501(C)(3) non-profit organization “is to grow the peer support profession by promoting the inclusion of peer supporters throughout mental and behavioral health systems worldwide.” Their vision “is to make peer support services an option for anyone who needs the compassion and understanding of someone who has been there.”

To find out more about this event or access the GPSCD Toolkit, please use the following URLs peersupportworks.org/gpsc or email info@peersupportworks.org.

PROCLAMATION

WHAT IS A PROCLAMATION

A Proclamation, also known as a Declaration or Announcement is a formal Public or Official Statement about a state issue of great importance. According to West's Encyclopedia of American Law, edition 2, (2008), a proclamation declares that a superior government executive such as the president of a nation, governor, mayor, or other government official has ‘acted’ in a particular way. These formal written or printed documents contain such matters in a declaration by a government.

WHY SHOULD I REQUEST A PROCLAMATION FROM MY EXECUTIVE OFFICIALS

The reason peer supporters should request an official proclamation from government officials is to bring global awareness of and for Global Peer Support Celebration Day (GPSCD). Furthermore, these proclamations help bring awareness of peer supporters, peer support, and peer supporters’ contributions in assisting peers find hope, help, and recovery from mental illness(es), addictions, and or trauma-related challenges to government officials and to the general public..

HOW TO GET STARTED

An individual, constituent, or other non-profit agency can request a Proclamation by a government executive by going to an official government website, such as the country, territory, state, county, or city website. You may use a browser, such as Explorer or Google and input the words, “How to Request a Proclamation” and the government entity (for example, “How to request a proclamation Colorado” or “How to Request a Proclamation Austin, Texas”). Each federal, state, county, and city has its own process, including guidelines, information required to submit requests, whether draft language or proposed text should be submitted or whether you must use the term, “Whereas,” deadlines to submit a request, preferred method to submit a request (email, online form, snail mail), or etcetera.

Make sure to use the specific format, language, font, etc., required by the country, territory, federal, state, county, or city outlined, if these are written. If the guidelines are not followed, your Request for a Signed Proclamation will most likely be denied.

Make sure to follow up using any contact information you found on the Request for Proclamation webpage about two (2) weeks prior to getting your Proclamation by email or picking it up.

Please note: Requests for Proclamations need to be applied for on an annual basis. If it is easiest for you, keep a copy on your computer, tablet, or USB drive so when you submit another the task will take less time.

WHAT SHOULD I DO WITH A PROCLAMATION AFTER I HAVE OBTAINED ONE

You can choose to do any of the following and/or use your imagination to share your governments and executive official's important public statements about Global Peer Support Celebration Day.

- Take a picture of yourself and agency next to the Proclamation;
- Upload your picture and proclamation with a written email about the Proclamation and distribute to your organization;
- Share with your co-workers and with your email distribution lists;
- Post to your social media sites;
- Post in an obvious place so that your customers, members, family members, etc., can easily view your Proclamation, and ,
- Send your pictures, ceremony event announcements, pictures of your Global Peer Support Celebration Day event, etc., to info@inaops.org.

EXAMPLE PROCLAMATION

Whereas: Global Peer Support Celebration Day (GPSKD) occurs annually on the third Thursday in October. Peer Supporters (also known as peer providers) from across the globe reflect on and celebrate the important role he/she plays in helping those with mental health, addiction, and or trauma-related challenges move along the continuum of recovery and inclusion into communities of his/her choosing; and

Whereas: Peer Supporters are trained providers who use his/her lived experience to encourage, engage with, and support others with mental health, addiction, and or trauma-related challenges, using the recovery model and the principals and values of peer support to provide hope, support, and be a role model of recovery; and

Whereas: The belief that recovery is possible for all who experience mental health, addition, and or trauma-related challenges is fundamental to the practice of peer support. Peer Supporters use the working definition of recovery, the Guiding Principals of Recovery, and Core Values to empower and assist their peers live a life of his or her choosing, improving the likelihood of long-term recovery; and

Whereas: Peer support is an emerging best-practice, has proven to be a cost-effective treatment for mental health, addiction, and traumatic challenges, reduces inpatient hospital days, recidivism rates, and increases a patient's (also referred to as consumers) ability to access expensive and more restrictive community-based services; and

Whereas: This year's Global Peer Support Celebration Day goal is to increase public awareness of peer supporters, the services they provide (or do not provide), how they are impacting the lives of countless seniors, adults, children, adolescents, and families within the health and human services industry, and how they are providing a shining example of recovery in the places where these services are delivered.

PROCLAMATION REQUEST LETTER

PLAN YOUR REQUEST LETTER

In your request letter, be sure to let your executive officials know the day and date, the reason he/she should bring awareness of your proclamation to the public and about the importance of Global Peer Support Celebration Day (GPSCD). Make sure to include information about peer support and what peer supporters do, who we service, and how. Make sure to include in your letter how you and or your non-profit organization plan to use the signed Proclamation (for example, to bring awareness to a cause, event, such as an open house, at a press conference, on your organizations website and social media sites). You might request that this official present your proclamation at your event. If you do, make sure to provide contact information, day, date, time, and location of event. He/she may not come but it cannot hurt to ask in your Request Letter.

The most important thing to remember is the name of the person (name and title) to whom you should send your official Request Letter; for example, governor, mayor, city council member, etc., and **to whom and where your request should be sent.** If you are not sure whom to send the letter or where to send it, try calling the governor's or mayor's office number

- For a city proclamation, start with a call to the Office of the Mayor;
- For a state proclamation, try the Office of the Governor or the Office of the Chief of Protocol.
- For City Councils and State Assemblies, begin with a call to the Office of the Chairperson or President.

Unless the governing body to which you are making the request has a policy against or limiting the number of proclamations, they are NOT hard to get. Getting an official to attend your event, even as a "drop-by" is more difficult. If he/she cannot attend, do not be disappointed or discouraged. Try again next year. A written proclamation is proof that your program and cause has merit. Be sure to say "thank you."

EXAMPLE - PROCLAMATION REQUEST LETTER

Date
 Honorable Mayor/Governor [First and Last Name]
 Contact Person [First and Last Name]
 Address
 City State and Zip Code
 Dear [Title, First Name, Last Name]

On behalf of [your organization's name or your name, or both depending on your governments guidelines], I am writing to request your proclamation of [Insert day, date, and year] as Peer Support Celebration Day (GPSCD) in the [your city or your state].

Global Peer Support Celebration Day (GPSCD) provides peer supporters with a day to recognize their achievements. It's a day to recognize and celebrate with other peers supporters within their organizations, states, and across the globe), the roles they play in helping their peers who are struggling with mental illness(es), addictions, and or trauma-related challenges move along the continuum of recovery, live their lives to the fullest , and in the community of his/her choosing. GPSCD is a day to increase awareness of peer support, peer supporters, and the valuable contributions they make in the mental health field.

The use of peers (persons with lived experience) is growing exponentially across the global. It is an emerging best practice. Evidence shows that peer support is cost effective, reduces the use of inpatient hospitalization days in more restrictive community-based services.

Research has shown that those with lived experience inspire hope and support to those still struggling with the effects of these, often debilitating, disorders, serving as role models and sharing the wisdom and experiential knowledge which they gained through their own recovery journey.

[Insert your Organization’s Name] is participating in this year's Global Peer Support Celebration Day event by (briefly describe your program and what you plan to do to celebrate peer supporters and peer support, and how you will use his/her proclamation to support the endeavor).

In recognition of the growing importance of peer support and peer supporters, we ask that the [city/state] issue a proclamation for Global Peer Support Celebration Day, [Insert day, date, and year]. We would be particularly honored to have you present this proclamation at [describe the event at which you would like the proclamation read and include day, date, time, and location].

Proposed Text for our proclamation is attached (or as guidelines require). We look forward to working with your office on this important endeavor and in representing our [city/state] in this major international campaign.

Thank you for your consideration.

Sincerely,

[Signature and title]

EXAMPLE - PROCLAMATION THANK YOU LETTER

Date

Name [Title, First Name, Last Name]

Contact person information

ADDRESS

CITY, STATE, ZIP

Dear [Title, Last Name],

On behalf of peer support and peer supporters in our [city/state] who make a difference in the lives of persons with mental illness(es), addictions, and or trauma-related challenges, I want to take this opportunity to thank you for recognizing [Insert day, date, and year] as Global Peer Support Celebration Day in our community.

Mental and substance use disorders affect people from all walks of life and all age groups. These illnesses are common, recurrent, and often serious, but they are treatable and many people do recover; therefore, without the support and recognition of elected officials, the hard work of peer supporters to assist others struggling with mental illness(es), addictions, and or trauma-related challenges across the global would go unnoticed.

According to an article published in April 2018, by Our World in Data, mental health and substance use disorders are still significantly under-reported across the globe. Globally, mental and substance use disorders are very common: around 1-in-6 people (15-20 percent) have one or more mental or substance use disorder. Furthermore, it is estimated that, globally, over 1.1 billion people had a mental or substance use disorder in 2016. The largest number of people had an anxiety disorder, estimated at around four (4) percent of the population. Max Roser and Hannah Ritchie (2018) "Mental Health". *Published online at OurWorldInData.org*. Retrieved from: <https://ourworldindata.org/mental-health> [Online Resource].

[You can add statistics for your country, state, region, and or territory here]

Peer supporters are at a crossroads in expanding peer support services at all mental health access points. It is our belief that we must strive to support our peers and bring awareness of the value of peer support to elected officials, healthcare and mental health providers, and the public in general. It is with this recognition and proclamation that we will be successful in bringing awareness of peer support, peer supporters, and awareness of our Annual Global Peer Support Celebration Day event.

By enlisting the support of elected officials across the country, we ensure the steady growth of awareness of Global Peer Support Celebration Day as a way for peer supporters to celebrate their valuable contributions in the mental health field. It is our hope that one day, peer support, peer supporters will be a household word, and all those who seek the support of peer supporters will have access to this cost-effective treatment. It is our hope that we gain the recognition and respect of the public and the mental health community.

Thank you again for joining us in this cause.

Sincerely,

[your name First and Last]

[Your organization]

STATE/TERRITORY PROCLAMATION WEBSITES, INFORMATION, AND WHERE TO SEND A REQUEST

The following document is up-to-date as of April 2018. It is important that individuals and entities understand this document represents a snapshot in time; thus, if the names of your state or territory governors, and the like change, this document may not take you to a valid URL. If this becomes the case, please use a browser, such as Internet Explorer or Google to type in How to Request a Proclamation and your state, city, or county name; for example, “How to Request a Proclamation Colorado.”

The following URL is a list of all United States Governors’ addresses and websites. Email addresses and request for proclamation information and guidelines are not available through this webpage <https://www.nga.org/cms/governors/addresses>

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
Alabama	30 days prior to event	https://contact.governor.alabama.gov/contact_procs.aspx	Complete online form and upload Proclamation to online form
Alaska	Not specified	http://aws.state.ak.us/CrmForms/Home/WebRequest	Complete Constitute Services Webform and use drop down box and click ‘Request a Proclamation’
Arizona	Not Stated on information page	https://azgovernor.gov/engage/form/proclamation-request	mailto:proclamations@az.gov
Arkansas	At least 30 days prior to event	http://aws.state.ak.us/CrmForms/Home/WebRequest	Complete online form and upload Proclamation to online form https://governor.arkansas.gov/proclamation-request-form
California	Not stated on information page	https://www.gov.ca.gov/faq/ Scroll down to find, ‘Proclamation’ information’	Email governor at this address, https://govapps.gov.ca.gov/gov39mail/ use dropdown box and

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
			click on <i>Request for Commemorative Message from Governor</i>
Colorado	At least 4 weeks prior to event	https://www.colorado.gov/governor/request-letter-proclamation-or-flag	Upload directly to Proclamation form page
Connecticut	At least 3 months in advance	http://portal.ct.gov/office-of-the-governor/contact-governor-malloy/request-a-proclamation	Complete Proclamation form online
Delaware	Not state on information page	https://governor.delaware.gov/request-proclamation-tribute/	Complete online form: Pick up in Dover from Tatnall Bldg, in Wilmington from Carvel State Office Bldg, or if cannot pick up via mail
Florida	4 to 6 weeks prior to event	https://www.flgov.com/proclamations/	Upload directly to Proclamation form page
Georgia	At least 35 calendar days in advance but no more than 3 months in advance of event	https://gov.georgia.gov/proclamations	Download Proclamation Request form from website and mail to The Office of the Governor, State of Georgia, 203 State Capitol, Atlanta, Georgia 30334 or complete online Proclamation Request form with proposed text
Hawaii	At least 4 weeks but not more than 3 months in advance of event	http://governor.hawaii.gov/guidelines-for-requesting-a-proclamation-commendation-or-special-message/	https://governor.hawaii.gov/contact-us/request-a-proclamation/ Complete online Proclamation Request form (steps 1, 2, and 3) to submit a request
Idaho	At least 3 weeks prior to event	https://gov.idaho.gov/mediacenter/proc/index.html	Download Proclamation Request form and Email to: Email:proclamations@gov.idaho.gov , Fax (208) 334-3454 or mail to

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
			Office of the Governor, P.O. Box 83720 Boise, ID 83720
Illinois	At least 4 weeks in advance	https://www2.illinois.gov/gov/contactus/Pages/Proclamation.aspx	Complete online request form with proposed text
Indiana	6 to 8 weeks prior to event	http://www.in.gov/gov/2916.htm	Complete Proclamation form online
Iowa	At least 6 weeks in advance of event	https://governor.iowa.gov/constituent-services/proclamation-request	Complete Proclamation request form online and submit proposed text
Kansas	6 to 8 weeks prior to event	https://governor.kansas.gov/serving-kansans/constituent-services/proclamation-guidelines/	Complete Proclamation form online
Kentucky	Not stated on information page	https://governor.ky.gov/services/proclamations-acclamations/	Complete online form with proposed text
Louisiana	At least 14 business days prior to event	http://gov.louisiana.gov/index.cfm/form/home/13 Limited to 200 words	Complete Proclamation form online https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm
Maine	Submitted 45 days in advance	http://www.maine.gov/governor/lepage/citizen_services/request_proclamation.shtml	Complete online Proclamation Request form online (preferred) http://www.maine.gov/governor/lepage/citizen_services/proclamation_request_form.shtml or via mail Office of the Governor, Attn: Jeanne St. Pierre, #1 State House Station, Augusta, ME 04333-0001
Maryland	At least 8 weeks in advance of event	https://governor.maryland.gov/mail/citations.asp	https://governor.maryland.gov/mail/citations.asp Complete form online and upload

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
			Proclamation text to form webpage
Massachusetts	At least 20 days prior to event	http://www.mass.gov/governor/constituent-services/recognition/ Organizations and individuals may only submit one request per year	Email: constituent.services@state.ma.us
Michigan	At least 4 weeks in advance of event	https://www.michigan.gov/snyder/0,4668,7-277-57577_59874---,00.html	send a detailed e-mail to tributes@michigan.gov
Minnesota	At least 20 calendar days prior to needing the Proclamation	https://mn.gov/governor/resources/proclamations/	Email: proclamations.gov@state.mn.us (preferred) or via mail at Georgina Brelje Office of Governor Mark Dayton 75 Rev. Dr. Martin Luther King Jr. Blvd. Ste. 130 Saint Paul, MN 55155-1611
Mississippi	At least 30 days in advance	http://www.governorbryant.ms.gov/Pages/Proclamation-Request.aspx	Email or phone – Bonita Waters at bonita.waters@governor.ms.gov or (601) 576-2968
Missouri	3 months in advance of event	https://governor.mo.gov/get-involved/request-proclamation-governor-eric-r-greitens Takes at least thirty days to deliver a Proclamation	Complete Proclamation form online
Montana	At least 3 weeks in advance of event	Governor does not do written proclamations but you the Mayor of Great Falls, Montana does https://greatfallsmt.net/cityclerk/proclamation-request-form	Complete online Proclamation request form online and submitted no more than 1900 words for proposed text
Nebraska	At least 30 days prior to event	https://governor.nebraska.gov/proclamation-request	Complete Proclamation form online
Nevada	At least 30 days in advance	Proclamation Guidelines in PDF format http://gov.nv.gov/uploadedFiles/govnv.gov/Content/Contact/ProclamationGuidelines.pdf	Complete online request form with proposed text

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
			http://gov.nv.gov/contact/proclamation/
New Jersey	Not stated on information page	http://nj.gov/cgi-bin/governor/govmail/govmail-56_s1.pl	Email the governor at http://nj.gov/cgi-bin/governor/govmail/govmail-56_s1.pl with Proclamation Request and proposed text
New Hampshire	At least 2 weeks in advance of event	Uncertain of Guidelines of submitting other than to “Include as much information as possible”	Send a request in writing to the Governor’s Office at: Governor John Lynch State House 107 North Main Street Concord, NH 03301 or by e-mail at: governorlynch@nh.gov
New Mexico	4 weeks prior to event. Requests accepted no more than 6 months in advance and not issued more than 3 months in advance of event.	http://www.governor.state.nm.us/Proclamations_1.aspx	Complete an online Proclamation Request form with proposed text. http://www.governor.state.nm.us/Proclamations_1.aspx
New York	Not stated on information page	http://www.governor.state.nm.us/Proclamations_1.aspx State-level resolutions can be submitted to the NYS Assembly or NYS Senate. Ideally contact your local representative’s office and discuss their preferred method of submission. A resolution is a document of support containing facts and information on a subject and, with its adoption, is forwarded to the Governor for consideration of an official statewide Proclamation. The NYS Legislature does not process resolutions while	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

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
		they are not in session. Session runs from January through mid-June. The following information is provided from the NYS Governor’s Office Website: http://www.governor.ny.gov/	Capitol Building, Albany, New York 12224 Attention: Proclamations)
North Carolina	Submitted 60 days in advance of event	https://governor.nc.gov/request-proclamation-letter-or-award	Complete an online Proclamation Request form online with draft language of not more than 300 words. To follow up on a request for a letter, proclamation, or award, you can reach us at 919-814-2000 or via email to govrequests@nc.gov .
North Dakota	Not stated	No formal process, contact Governor	Office of Governor: State of North Dakota, 600 East Boulevard Avenue, Bismarck, ND, 58505-0001 Phone; 9701) 328-2200 Fax: (701) 328-2205
Ohio	Not stated on webpage	http://www.governor.ohio.gov/Contact/Contact-the-Governor	Complete online form, use drop down menu to select “ <i>Requesting Proclamation/ Special Letter</i> ”
Oklahoma	At least 30 days in advance of event	https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c77e83874080933b60eb19edcd c602986eae9c12d826cb	Complete online Proclamation Request form with proposed text
Oregon	At least 30 days in advance of event	http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	Download Proclamation Template (Word), fill out proclamation template, and

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
			email to: gov.proclamations@oregon.gov
Pennsylvania	At least 6 to 8 weeks in advance of request	https://www.governor.pa.gov/contact/	Complete online Proclamation Form, proposed text, event information, date you need to Proclamation, and the correspondence medium; i.e., digital PDF, hardcopy or both and email to https://www.governor.pa.gov/contact/ or mail to: Office of the Governor, 508 Main Capitol Building, Harrisburg, PA 17120 Phone: (717) 787- 2500 Fax: (717) 772-8284
Rhode Island	Not stated on webpage	http://www.governor.ri.gov/contact/	Use online Contact Us form and submit Proclamation Request and proposed text to http://www.governor.ri.gov/contact/
South Carolina	30 days in prior to event	http://governor.sc.gov/ExecutiveBranch/Pages/Proclamations.aspx	Complete online Proclamation Request form and proposed text to: https://iqconnect.lmhostediq.com/iqextranet/EForm.aspx?_cid=FSL_SC_GOV&_fid=100039 , submit via mail to: Governor Henry McMaster, 1205 Pendleton Street, Columbia, SC 29201 or fax to: (803) 734.5167

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
South Dakota	Not stated on webpage	No formal process outlined on “ <i>Contact Us</i> ” webpage	Send a Proclamation Request to: http://sd.gov/governor/contact/contact.aspx or mail to: Office of the Governor, 500 East Capitol Avenue, Pierre, S.D. 57501 Phone: (605) 773-3212
Tennessee	No less than 21 calendar days prior to event - will not be issued more than 3 months in advance	For information about Proclamation, contact: The Governor’s Office of Constituent Services, Ground Floor, State Capitol, Nashville, TN 37243 (615) 253-7730	Complete online Proclamation Request form with proposed text to: https://www.tn.gov/governor/contact-us/proclamation-request.html
Texas	Not stated on webpage	Use “Contact Us” webpage to submit and request to: http://governor.state.tx.us/contact/ You may also may a Proclamation Request to a city; e.g., Austin or Dallas by typing Proclamation Request to the specific city (http://www.austintexas.gov/online-form/proclamation-and-recognition-request-form)	Go to http://governor.state.tx.us/contact/ , Click “I need assistance” and select. Complete required fields. Under issue , click “Ceremonial item request.” Include request and draft proclamation in comment box.
Utah	At least 6 weeks prior to event	The approval process is not automatic, so do not make announcements regarding the declaration until you are notified by the Correspondence Coordinator that your request has been approved.	Complete an online Proclamation Request form to utah.gov/governor/declarations
Washington	At least 30 days prior to event	https://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-greeting-or-letter If you have questions contact the Governor’s Office at (360) 902-4111.	Complete online Proclamation Request with draft language on a single page using 12 point font leaving room for the Governor and the State Seal of

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
West Virginia	Not stated on webpage	https://governor.wv.gov/Pages/request_proclamation.aspx	Complete online Proclamation Request form, information about the event, and proposed language using <i>Whereas</i> statements about the event
Wisconsin	Not stated on webpage	https://walker.wi.gov/contact/contact-form	Complete online Proclamation Request form using the dropdown menu, and submit
Wyoming	Not stated on webpage	http://governor.wyo.gov/resources/frequently-asked-questions	Send your request to: Governor’s Office, Capitol Building Room 124, 200 West 24th Street, Cheyenne, WY 82002-0010
District of Columbia	A minimum of 2 weeks prior to event	https://os.dc.gov/service/ceremonial-services	Complete online Proclamation Request form with proposed text using the dropdown menu, with proposed language, and upload
American Samoa	Unknown	It is uncertain if the American Samoa Governor or Lt. Governor sign Proclamation; however, their website states the following: “It is our strong belief and conviction that the government exists to serve the people and any deviation from this public mantra contradicts this fundamental creed. Public good reflects the degree to which the quality of life of our people has been improved.”	Complete an online Email request form, request a Proclamation with proposed event information, and proposed text via the following webpage https://www.americansamoa.gov/contact-us or contact Governor Lolo Matalasi Moliga or Lt. Governor Lemau Palepoi Sialega Mauga at the American Samoa Government, Executive Office Building, Pago Pago, AS 96799, Phone at (684) 633-4116 or Fax: (684) 633-2269

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
Guam	Not stated on webpage	No formal process found on Guam’s webpages, but the governor does sign Proclamations	Submit an online email to the Governor at: http://governor.guam.gov/publications/
Puerto Rico	At least 60 calendar days prior to event	https://estado.pr.gov/en/proclamations/ . The address is not provided on webpage. Contact Reception Switchboard – Royal Administration Building: (787) 722-2121 for more information and address.	Proclamation requests must be submitted in writing and include information about the event and proposed text. The Governor signs the proclamation several days before delivering it, which does not necessarily mean that he or she will deliver it in a ceremony.
Northern Mariana Islands	Not stated on webpage	Scroll down to the bottom of the webpage. https://gov.mp/pio/ or for more information about Proclamations contact Kevin Bautista by phone at (670) 237-2239 or Fax (670) 664-2211	Kevin Bautista is the Public Information and Protocol Officer, and point person for this office and Proclamation Requests. Email him at kevin.bautista@gov.mp .
Virgin Islands	Unknown	Uncertain if the Virgin Islands’ Lt. Governor signs Proclamations, but he has signed other types of Declarations, so contact him to find out for sure	Contact <i>Lt. Governor Osbert E. Potter</i> Office of the Lieutenant Governor, 1131 King Street, Suite 101, Christiansted, St. Croix, Virgin Islands 00820 or at Office of the Lieutenant Governor #5049 Kongens Gade, St. Thomas, Virgin Islands 00802 and request he make a

State	Submission Deadline	Website – Information age	Where to Send a Proclamation Request:
			Proclamation with event information and proposed text.

TEMPLATES - LOCAL GPSCD FLYER AND SAVE-THE-DATE NOTICE

You may choose to use the following documents as an example to develop your own flyer or save-the date notice. Please note pages breaks are used to ensure the examples remain separate documents



GLOBAL PEER SUPPORT CELEBRATION DAY

The fourth annual Global Peer Support Celebration Day (GPSCD) will be held at [enter location] on Thursday, October 18, 2018 from [add start and end time]

Please join [insert organization name], peer supporters, and others as we celebrate the important role we play in helping our peers who are struggling with mental health, addiction, and or trauma-related challenges move along the continuum of recovery and inclusion into communities of their choosing.

[Insert your organizations event activities here]

For more information, please contact [Insert Contact Information, such as contact name, telephone number, and or email address]

Learn more about GPSCD by clicking on the following link at peersupportworks.org/gpscd



SAVE THE DATE

The fourth annual Global Peer Support Celebration Day (GPSCD) is Thursday, October 18, 2018

Learn more about GPSCD on the International Association of Peer Supporters (iNAPS) URL peersupportworks.org/g/gpscd



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