

NATIONAL SPASMODIC DYSPHONIA ASSOCIATION

Get Involved with World Voice Day – April 16 *Obtain a Mayoral/Gubernatorial Proclamation*

Obtaining an official World Voice Day proclamation from a mayor or governor's office can be an excellent opportunity to generate media attention about Spasmodic Dysphonia. Provided below is some guidance for obtaining a proclamation.

Note that the actual process for obtaining a proclamation will vary by office. Be sure to consult with the mayor or governor's office as early as possible, some request them months in advance.

Steps for Obtaining a Mayoral/Gubernatorial Proclamation

1. Contact your state Governor, Senator, Representative, Mayor, or City/County/Township Council and ask to speak with the staff person in charge of requesting a proclamation. You most likely will be put in touch with someone in the Appointments, Public Relations or Community Affairs Office. Many of these offices will have someone on staff that is responsible for coordinating the issuance of proclamations.
2. Briefly describe your organization, what you are doing locally to commemorate World Voice Day, and how an official proclamation would contribute to raising public awareness about Spasmodic Dysphonia.
3. Most offices will ask that you submit a proposed proclamation with your request. A sample proclamation request letter and proclamation text has been prepared to assist you.
4. If possible, coordinate a date and time that representatives of your organization can be present for the signing of the proclamation. Some public officials' offices may have established dates and times for signing proclamations, such as a weekly press conference. If you attend the signing, be sure to take a photograph of the signing. If you cannot arrange or attend an official signing ceremony, be sure to make arrangements with the public official's office to obtain the proclamation.

Follow-Up

After the proclamation has been issued, it is important to follow up with the Governor's or Mayor's office. A formal thank you letter should be sent, specifically thanking the Governor or Mayor for their time in granting your request, as well as their support of the Spasmodic Dysphonia community.

It is always good to keep an open line of communication with the Governor's or Mayor's office. Let them know you would be happy to provide any future assistance they require and leave your name, telephone number, and address so you can be easily contacted.

Finally, if you have been successful in obtaining a proclamation declaring World Voice Day in your state or city please write up what you did, along with a copy of the proclamation.

Please send it to: National Spasmodic Dysphonia Association
300 Park Boulevard, Suite 335, Itasca, IL 60143
Phone: 800-795-6732 E-mail: NSDA@dysphonia.org

NATIONAL SPASMODIC DYSPHONIA ASSOCIATION

Proclamation

April 16, 2014

is

WORLD VOICE DAY

WHEREAS as an estimated seven million Americans have some type of voice disorder, *AND*

WHEREAS many people underestimate the importance of voice and its effect on everyday life, *AND*

WHEREAS SPASMODIC DYSPHONIA is a neurological voice disorder that affects muscles that control the vocal cords causing speech to waver, to halt, or be reduced to a breathless whisper, *AND*

WHEREAS the public knows little about SPASMODIC DYSPHONIA, which may affect as many as 50,000 people in North America alone, *AND*

WHEREAS the cause is unknown and there is no cure, *AND*

WHEREAS those who suffer from SPASMODIC DYSPHONIA, their families, and their friends have formed the NATIONAL SPASMODIC DYSPHONIA ASSOCIATION to help one another and to seek the cause and cure, *AND*

WHEREAS many citizens react to the physical manifestations of SPASMODIC DYSPHONIA by avoiding those who have this disorder, causing them to experience isolation and often deep psychological distress, *AND*

WHEREAS greater recognition and understanding of SPASMODIC DYSPHONIA both in the medical and the lay communities are highly desirable, *AND*

WHEREAS widespread public support of efforts to find the causes and cure of SPASMODIC DYSPHONIA is needed,

NOW THEREFORE, I (*name of the Governor or local official*) of (*State or Location*) do hereby declare April 16, 2014 to be

World Voice Day

I urge all citizens of (City/Town/State) to recognize this special day of awareness and learn everything they can about this disorder and to aid and support to the best of their ability those who are affected by it.

In witness hereof, I hereunto set my hand this (Date) day of (Month), the year of two-thousand and five.

(Signature)

NATIONAL SPASMODIC DYSPHONIA ASSOCIATION

[DATE]

The Honorable [First Name] [Last Name]
[Title of Officeholder]
[Address]

Dear [Salutation]:

I am writing on behalf of National Spasmodic Dysphonia Association to request you, in your capacity as [title of officeholder] to issue an official Proclamation designating April 16, 2014 as World Voice Day in [name of state]/[name of locality].

The goals of World Voice Day are two-fold:

- *Encourage the public to assess their vocal health and take action to improve or maintain good voice habits;*
- *Educate the public about the many voice disorders affecting people including Spasmodic Dysphonia.*

We are part of the National Spasmodic Dysphonia Association, a non-profit organization dedicated to advancing the medical research into the causes of and treatment of Spasmodic Dysphonia, promoting awareness of the disorder, and providing support for affected individuals and their families.

Activities will be taking place throughout the country on this day, as part of World Voice Day, to increase public awareness of disorder and reach out to people who are suffering from this disorder.

For your convenience, I have attached suggested Proclamation text. We would be pleased to work with you to develop or participate in a Proclamation Signing ceremony and for generating public awareness about Spasmodic Dysphonia.

Thank you for the opportunity to submit this request. Please let me know of your decision. If you have questions or need additional information, please contact me at [phone number and e-mail address].

Sincerely,

[XXX]