



PROCLAMATION GUIDE

Children's Mental Health Awareness Week is the perfect opportunity to solicit a proclamation from your local City Councils, Mayor and Governor to raise awareness and educate your elected officials. A proclamation is a formal way to make a public announcement or declaration. Government officials, such as mayors, state legislators, members of Congress and the President of the United States, often write proclamations to commend individuals or to announce upcoming events or celebrations.

Obtaining a Proclamation

1. First, identify the who you want to approach for the proclamation.

Governor
Mayor

City Council
State Representative

School Board
Congressman

2. Get to your officials **EARLY** to ensure their ability to participate.

3. Contact the government official's office to request the proclamation. Check his or her website for instructions on how to submit a formal request since there may be an online form or instructions on what information must be included in a letter.

4. Use the sample proclamation and add your local information, as well as the date on which you would like the proclamation issued. Consider the text in the sample proclamation a draft, since the official's office may change some language.

5. Make an appointment to meet with the official for the signing of the proclamation, if possible. Usually, the mayor will let you take a photograph of him or her signing the proclamation. Be sure to obtain permission to use the photograph to promote **Children's Mental Health Awareness Week**.

6. Don't forget to let us know about your Proclamations! We'd love post your pictures and Proclamations!