



## **How To Request a Proclamation from the Governor or Mayor**

In most cases, these are the basic steps:

1. Begin the process as soon as possible, as the wheels of government turn slowly.
2. Locate the appropriate state or city government website.
3. You may find a tab called “Mayor's Page” or “Governor's Page.” Also look for “Ceremonial” or “Forms” on the side or across the top of the webpage.
4. If you do not see any of these, try using the website's “Search” feature with the word “proclamation.”
5. Another option is the “Contact Us” link. That area allows you to write a brief message such as:
  - a. How do I ask the governor to issue a proclamation declaring August 2021 Kids Eat Right Month™?
6. A staff person will probably reply and email a form for you to complete. Email the completed form back and request an official signature.
7. If no form is available, you may use the [proclamation template for Kids Eat Right Month™](#) provided by the Academy of Nutrition and Dietetics. Place the proclamation on your official affiliate letterhead. Mail or email to the mayor's or governor's office along with a formal request from your state or district association.
8. Follow up with a phone call – just to be sure your request arrived.
9. When you have confirmation that the proclamation has been signed, contact local media to suggest a news item, interview or photo with the mayor or governor and affiliate representatives.

States and cities may vary regarding proclamation procedures.