[PROCLAMATION 2018]

[ Here are the most common steps to request a proclamation from the governor or mayor; however, some states and cities may vary regarding proclamation procedures.

1. Begin the process in December if possible but don’t dates stop you, as the wheels of

government turn slowly, and start by locating the appropriate state or city government website.

2. You may find a tab called "Mayor's Page" or "Governor's Page." Also look for "Ceremonial" or

 "Forms" on the navigation.

3. If you do not see any of these, try using the site's Search feature with the word "proclamation."

4. Another option is the "Contact Us" link. This area allows you to write a brief message such as:

5. How do I ask the governor to issue a proclamation declaring (date) National Nutrition Month®?

6. How do I ask the mayor to issue a proclamation declaring (date) Registered Dietitian Nutritionist

Day?

7. A staff person will probably reply and email a form to complete. Email the form back for an

official signature.

8. If no form is available, use the proclamation provided on the next page 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.

9. Follow up with a phone call just to be sure your request arrived.

10. 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.

SAMPLE Proclamation Form

(State or City) OF

EXECUTIVE OFFICE

##### **PROCLAMATION**

WHEREAS: One of the basic rights of children, as set forth in the Universal Declaration of Human Rights by Eleanor Roosevelt in 1948, is their right to basic nutrition. Caring for the children must be our nation’s first priority; and

WHEREAS: Since the inception of the Child & Adult Care Food Program (CACFP) in 1968, it has granted our children the best possible foundation in life and benefited many adults, which is vital to our state’s long term health; and

WHEREAS: The two fundamental goals of the CACFP are that children serviced by this program will be well nourished during their crucial years, while concurrently learning healthy eating behaviors that will last their lifetime; and

WHEREAS: We acknowledge the child and adult care providers, nutrition educators, program specialists and staff, state and federal professionals and parents who contribute to the success of this outstanding program, The Child & Adult Care Food Program; and

WHEREAS: The CACFP will continue its commitment to the benefits of nutritious eating for children and adults. Together, as Americans, we can make a difference in the lives of our children.

NOW, THEREFORE I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (City/State)

DO HEREBY PROCLAIM the do hereby proclaim this day (Date) to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHILD & ADULT CARE FOOD PROGRAM (CACFP) DAY (City, County, State Name) and I encourage all citizens to join the birthday celebration and support child nutrition to build a healthy culture for today’s children and the next generation in our community.

IN WITNESS WHEREOF I have hereto set my hand and caused the Great Seal of the to be affixed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Done at the \_\_\_\_\_\_\_\_\_\_\_\_on this the \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Two thousand and seventeen.

By:

Title:

Attest:

Title: