

# How to Request a Proclamation

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## Objective

Constituents can request a letter or proclamation to commemorate special events from their local or state government offices. Requests usually will go through an internal review and approval process. As a result, it is necessary to submit your request at least two or three weeks prior to the date the letter or proclamation is needed.

Proclamations can be issued for civic celebrations, non-profit organizations, and significant events with historical and/or unique importance to the citizens in your local area, or individuals who have made a significant contribution to society.

## How To Do It

In order to expedite the proclamation in a timely manner, the following information is usually required:

- Requestor must provide a draft text of the proclamation (see sample) in the preferred format.
- The purpose of the Proclamation: Administrative Professionals Week/Day
- The date when the proclamation is needed
- Brief history of the organization or biography of the person. If funds are to be raised, list who will benefit from this event and what will take place during this time of event.
- Requests should include the name and daytime telephone number/e-mail address of the contact person.

### Step 1 (Four weeks before event):

1) Contact the state or local government office from which you wish to request a proclamation.

- Confirm the format for submitting the proclamation request, including their preferred length in words.
- Determine the cost, if any.
- Determine when you can expect to receive the official proclamation.

### Step 2 (Three weeks before event-or earlier, if the government office requires more lead-time):

- Write a cover letter requesting a proclamation. If you have stationary with your organization's logo, you can work your format around that.
- Write your proclamation draft.
- Proofread your letter and proclamation draft.
- Read it out loud and listen to how it sounds when spoken.
- Submit your request to the government office in their preferred format.

**SAMPLE COVER LETTER  
TO YOUR CITY/STATE'S GOVERNMENT OFFICE FOR PROCLAMATION**

**[Date]**

**[Mailing Address]**

Dear **[Official's Title & Name]:**

I am writing to request that you proclaim the week of April 23 – 29, 2006 as Administrative Professionals Week and April 26, 2006 as Administrative Professionals Day in the [city/State] of [state]. Your proclamation would be in conjunction with other cities and states around the United States of America to promote more people to consider office and administrative careers.

The National Secretaries Association (NSA) successfully campaigned to proclaim the first National Secretaries Week on June 1-7, 1952. National Secretaries Week was created with two objectives in mind: to recognize "the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend," and to call attention "through favorable publicity, to the tremendous potential of the secretarial career."

In 1955, the observance date of National Secretaries Week was moved to the last full week of April. The name was changed to Professional Secretaries Week in 1981, and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff.

Headquartered in Kansas City, Missouri, the International Association of Administrative Professionals (IAAP) today remains the sole sponsor of Administrative Professionals Week and Administrative Professionals Day. IAAP continues to believe in the importance of this event to call attention to the increasing value and contributions of administrative professionals in today's workplace.

Over the years, observances of Administrative Professionals Week have become more focused on professional development. Today, local chapters of the Ohio Division International Association of Administrative Professionals are planning hundreds of seminars and networking events in their communities during the week. Other events include luncheons, corporate recognition activities, and individual observances between managers and office staff.

We would request to receive the completed document no later than March 31, 2006. The completed document can be mailed to my attention at the address listed at the bottom of this letter.

Thank you for your attention in this matter, **[insert title (if any) & name here]**. We would be honored to have your support.

Sincerely,

**[Insert name & title (if any) here]**

**[Mailing Address]**

**[Phone Number]**

**[Email Address]**

## Sample Proclamation Draft

[City/State] of [City/State Name]

### **Executive Department**

Office of the [Government Office Name]

*[Government Office City Name]*

### **Resolution**

**WHEREAS**, Administrative professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations, and

**WHEREAS**, The work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and

**WHEREAS**, Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals (IAAP), and

**WHEREAS**, The theme of Administrative Professionals Week 2006 is “Creating Excellence,” reflecting how today’s career-minded administrative professionals strive to excel in the quality of their work and recognize the importance of life-long learning, and

**NOW, THEREFORE I, (Name/title), [GOVERNMENT OFFICE TITLE] OF THE [CITY/STATE] OF [CITY/STATE NAME]**, hereby proclaim the week of April 23-29, 2006 as Administrative Professionals Week, and Wednesday April 26 as Administrative Professionals Day, saluting the valuable contributions of administrative professionals in the workplace. And I call on all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today’s business world.

On this \_\_\_\_\_ day of March, 2006;

[Name of government official]

[Government office title]

[City/State] of [City/State Name]

## **Ohio Governor's Office**

The Ohio Division Image Committee has submitted a proclamation request to the Governor's office. As soon as the completed document is received, the Image Committee will forward a copy to the Ohio Division Board and all Chapter Presidents.

## **Ohio State Representatives – Contact Information**

<http://www.house.state.oh.us/jsps/Directory.jsp>

## **Ohio State Senators – Contact Information**

[http://www.senate.oh.us/senators/by\\_name.html](http://www.senate.oh.us/senators/by_name.html)