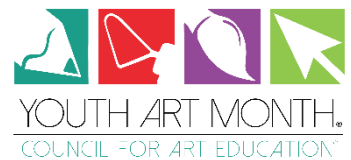


# ISSUING AND USING A PROCLAMATION



As part of the Youth Art Month celebration for your state, The Council for Art Education highly recommends obtaining a Proclamation from the Governor, as well as endorsements from other important dignitaries, including Mayors, school superintendents, principals, and board members, senators, representatives and other public officials.

The process for obtaining a Proclamation varies from state to state. To obtain a Proclamation in your state, follow the general guidelines provided here on page 2. In addition to these steps, you may also be asked to complete additional steps and/or paperwork.

Another, perhaps easier option is obtaining proclamations or endorsements electronically. Use Google forms to create a survey. Post the survey link to your state art ed website, or email the link to the appropriate individuals so that they can complete the survey. When the individual positively responds to a series of questions (“I agree”) he/she is providing an electronic endorsement. This is a simple yet effective process for growing the number of endorsements. (see the sample endorsement on this page)

**YAM Endorsement**

Art education develops students' creative problem-solving and critical thinking abilities \*

I agree

Art education teaches sensitivity to beauty, order, and other expressive qualities \*

I agree

Art education gives students a deeper understanding of multi-cultural values and beliefs \*

I agree

Art education reinforces and brings to life what students learn in other subjects \*

I agree

Art education interrelates student learning in art production, art history, art criticism and aesthetics \*

I agree

Whereas our national leaders have acknowledged the necessity of including arts experiences in all students' education, AND WHEREAS MARCH is officially recognized as YOUTH ART MONTH, I endorse the observance of Youth Art Month and encourage the support of quality school art programs for children and youth \*

I agree

**Position/Organization \***

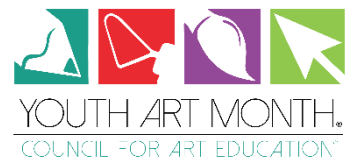
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**Electronic Signature \***

First Last

I hereby sign this form in agreement with the above statements. Writing my name on this form signifies my electronic signature. I authorize this action to be made public at the discretion of the IAEA organization.

# ISSUING AND USING A PROCLAMATION



Start early.	Plan on AT LEAST 1 – 2 months advance notice.
Select one person as the main contact.	Most governor offices will want to converse with only one individual.
Identify the staff member who handles proclamations or resolutions.	Phone the state legislator's office or check your state government website.
Use the sample proclamation and cover letter provided.	Update the name of your state and any blank areas with the necessary information.
Provide an appropriate news release or "About" material.	Governor offices want to understand importance/significance of any event they are going to officially recognize. Include these documents in your request package.
Send your request to the address provided in the governor's website proclamation link.	Place the cover letter, sample proclamation, your contact information, and any other necessary materials into a sealed envelope. Use U.S. mail unless another form of communication (fax, e-mail, state website, etc.) is mentioned in the guidelines.
Make a follow-up call.	Allow 2-3 weeks after sending your request.
Do you know a member of the state legislature personally?	Approach the person regarding passage of the proclamation.
Find out if and when the legislature will pass the proclamation.	Let the staff person know you are willing to meet him/her or attend any related meeting in person or by your representative.
Let them know that you would like to pick up the proclamation in person.	This way you may be able to get a photo that can be used in any publications or media opportunities.
Seek publicity after the governor approves the proclamation.	It is great to have a state adopt the proclamation; it is even better to have the local newspaper report the action. Send a representative to the meeting when the proclamation is being adopted. Frequently, the governor's office will present a quality copy to an appropriate recipient. Take photos. Also, disseminate your proclamation news release to the appropriate news media in your state.
Send a follow-up thank you to the governor for the proclamation.	
Ask that the proclamation be placed on the Governor's website.	See if you can get the proclamation placed on your state representative's websites as well.
Keep good records.	Include what works and what doesn't work, whom you contacted, and who made contacts in your state.
Adapt these guidelines to your local mayor and town/city council.	Offer the appropriate sample city proclamation or sample city resolution and sample cover letter.