

## How to Write a Proclamation

### Here's a more detailed explanation of how proclamations are used:

1. Official Announcing: Proclamations can be used to officially announce holidays, commemorations, or special observances. For example, the President might issue a proclamation to declare a National Day of Thanksgiving.
2. Commemorating Events/People: Proclamations can be used to honor individuals or organizations, or to commemorate significant events in history or culture.
3. Raising Awareness: Proclamations can be used to raise public awareness about a specific issue or cause.
4. Policy Implementation: While less common, proclamations can sometimes be used to implement policy decisions, though they typically don't have the force of law like executive orders.
5. Building Support: Proclamations can be used to build support for a cause by getting a government official to publicly recognize and support it.

### How to request a proclamation:

1. Determine your goal: Decide what you want the proclamation to announce or recognize.
2. Write a draft or use the sample below: Draft the proclamation language, using a format that includes "WHEREAS" statements to support your case and a "THEREFORE" statement to state the desired outcome.
3. Contact the relevant official: Contact the appropriate government official (e.g., Mayor, Governor, etc.) to request the proclamation.
4. Submit the request: Submit the draft proclamation and any required supporting documentation.
5. Promote the proclamation: Once the proclamation is issued, promote it through social media, press releases, and other channels to get the word out.

### Sample Proclamation

#### UTAH PTA CENTENNIAL CELEBRATION PROCLAMATION

October 2025

WHEREAS, The Utah Parent Teacher Association has played locally, regionally and nationally in supporting family engagement and working on behalf of all children and families; it is a time to reflect and take pride in its numerous accomplishments and celebrate 100 years of being a powerful voice for all children, a trusted resource for parents and a strong advocate for public education; and

WHEREAS, The Utah PTA has been instrumental in establishing programs and services to improve children's lives, including but not limited to advancing parent and family engagement, creation of kindergarten, advancing child-labor laws and public-health services, hot-and-healthy

lunch programs, the juvenile-justice system, mandatory immunizations, arts in education, and school safety; and

WHEREAS, The founders of the Parent Teacher Association (PTA), Phoebe Apperson Hearst and Alice McLellan Birney, and the founder of Georgia's Congress of Colored Parents and Teachers, Selena Sloan Butler, were women of imagination and courage who understood the power of individual action, worked beyond the accepted barriers of their day, and took action to literally change the world; and

WHEREAS, These remarkable individuals had a simple idea – to improve the lives and futures of all children; and as much as other conditions in the nation have changed, that idea has not, as PTAs keep it alive; and

WHEREAS, Founded in Washington, D.C., as the National Congress of Mothers, the Parent Teacher Association celebrated the 128th anniversary of its founding February 17, 2025; since its inception in 1897, the organization has stood firm in its purpose of advocating for the education, health and well-being of all children, and in recognition thereof, it is indeed deserving of the appreciation and recognition of the public; and

WHEREAS, In October 1925 at the annual convention of the Utah Education Association, guest speaker, Margaretta Reeves, President of the National Congress of Parents and Teachers, extended the official invitation to for the Utah Mother's Congress to join the National Congress of Parents and Teachers, to become the Utah Congress of Parents and Teachers, with Lucille Young Reid as President, marking a new era of parental involvement in Utah; and

WHEREAS, Today, PTA is the largest volunteer child-advocacy organization in the United States, and its members represent the ethnic diversity of the nation and come from the ranks of traditional families, single-parent households, blended families, grandparents and other caring adults who together continue to serve as the conscience of the country for children and youth; now, therefore, be it

RESOLVED, That October 2025 be recognized as Utah Congress of Parents and Teachers (aka Utah PTA) Month, commending the organization on the occasion of its 100th anniversary and encouraging all of the residents throughout Utah to attend and participate in the celebration of this commemorative event and to join a PTA or PTSA in celebration of the commitment to Make Every Child's Potential a Reality.\*\*\*

\*\*\*Local or Council PTAs can rewrite the resolved to be specific to their community. Sample could be: RESOLVED, That October 2025 be recognized as "Join a PTA/PTSA Month", in celebration of the 100th anniversary of the founding of Utah PTA and encouraging all of the residents throughout \_\_\_\_\_(community name) to attend and participate in the celebration of this commemorative event and to join a PTA or PTSA in celebration of the commitment to Make Every Child's Potential a Reality.