

Helpful Ideas for Advancing the Proclamation in Your Area

Cities, Towns, Counties, County Executives, Mayors, State Legislators, Municipalities, and even Governors can issue proclamations. The APWU asserts that the Postal Service's sustaining success, which is evidence of the labors of workers, must be celebrated for its vital contribution to communities on behalf of the American People. This is a non-partisan effort.

PREPARE

- Explain the reason we are getting proclamations signed nationwide at a union meeting, picnic, phone call, by email, or other means.
- Ask others to join you or appoint someone to organize people to get the proclamation signed. Appointing a committee would be ideal.
- Choose which body (City Council, Town Council, etc.) to target. In making this determination, consider who has connections with people in these bodies, which body has the potential to reach a wider audience, and which body is likely to get the proclamation signed.
- APWU locals and state associations have members who live and work in various jurisdictions. Map out which towns, cities, counties, etc. your members can bring the proclamation to for consideration

RESEARCH

- After you have chosen the body to approach, find out the guidelines and process for getting your proclamation signed.
 - Call the local clerk's office to discover the procedure to request a proclamation.
 - Some cities have a section outlining the process for submitting proclamations on their website. You could search for terms like "proclamation," "ceremonial services," or "city clerk."

DESIGN YOUR PROCLAMATION AND PREPARE YOUR REQUEST

- The APWU has designed a sample proclamation for you to begin with but be flexible. You may have to tweak the contents to get the proclamation signed.
 - Many bodies issue proclamations for events, observances, and issues that benefit the community. Be sure to understand the criteria used and follow those guidelines.
 - After you design and review your proclamation, prepare to submit the request in writing according to the procedure required by the city council or the other body that you have chosen.
 - Write a cover letter with the contact person's name, contact information, a statement about the purpose of the proclamation, and a desired date of passing.
 - Keep this information until you are ready to proceed later.

CREATE OR CULTIVATE A RELATIONSHIP

- Now that you are ready, use connections with council members that your members may have or create the connections.
 - Set up a meeting to introduce your committee or work group.
 - Tell them about your group and that you would like to strengthen or create an ongoing relationship with them to benefit their constituents.
 - Set up a follow-up meeting to check in. Be prepared to talk about getting the proclamation signed at the next meeting.

MAKE THE FORMAL REQUEST

- Adhere to the prescribed procedure, including the requested format, and submit your proclamation request.
- Inquire about the status in a couple of weeks.
- Organize APWU members, other postal workers, community members and allies to the public meeting where the proclamation will be debated. Help them prepare to speak in favor of the proclamation and their experience with the Postal Service

FOLLOW-UP AFTER THE PROCLAMATION IS SIGNED

- Make an event out of the signing! Let your members know about your success. Use all your communication channels.
- Find out the body's process for signing (in person, virtually?). Determine the number allowed to attend and invite members to attend.
- Notify local newspapers and media outlets about the signing event.
- Once the proclamation is signed, distribute the proclamation widely.
 - Give copies of the proclamation to local reporters.
 - Hold a news conference and display an enlarged copy of the proclamation.
 - Send copies of the proclamation to local newspapers and networks.
 - Display the proclamation in prominent places in the city.
 - Send a copy of the completed proclamation and any photos to communications@apwu.org