



Community Anniversary Proclamation

A proclamation is a public or official declaration of something important, often an observance or commitment to an effort. They are usually signed and issued by federal officials, governors, state legislators, mayors, or other government officials at the local level.

Having the anniversary of the Senior Nutrition Program proclaimed in your community can help to raise awareness of your program and services, as well as highlight the impact that national and local nutrition programs make in the lives of seniors and other community members.

A typical proclamation is about one page. Keeping your draft brief can make it easier for officials to review and approve.

Start by reaching out to the desired official's communications team. Many governors and mayors have forms and/or specific email addresses for this purpose. Try searching online for "how to submit a proclamation request to [person/office]" or review the official's page on the county/state/community website.

Be formal, professional, and clear in your communication – include the basic information about the observance, timing, and importance. Be sure to mention your specific program, how it relates to the national program, and its impact on the community. Follow up with a phone call if necessary. If the request is well received, and the submission of a draft was not part of the initial form/request, someone from the office will likely email to ask you for a draft.

There are many proclamation styles; however, a traditional construction should use "whereas" statements (paragraphs) to make a case for your proclamation. These statements can be general or specific but should be evidence-based. Facts and statistics can work well if available. After several of these statements, add a "therefore" statement declaring the outcome of the proclamation. A sample of this proclamation style is on the next page.

OTHER RESOURCES

- [Contact Information for Local Governments by State](#) (USA.gov)
- [How to Contact Elected Officials – Federal, State, Local](#) (USA.gov)
- [How to Write a Proclamation](#) (Oregon.gov)
- [Sample Proclamations](#) (University of North Texas)

Anniversary of the National Senior Nutrition Program, [YEAR]
[LOCATION] – A PROCLAMATION

Whereas, since 1972, the National Senior Nutrition Program has funded local agencies and organizations to serve home-delivered and congregate meals that help to ensure older adults have opportunities to stay healthy, independent, and connected; and

Whereas, more than 10 million older Americans face hunger each year [*alternative: replace with malnutrition, isolation, and/or other health facts – or make this the third statement and use local data*]; and

Whereas, local senior nutrition programs help older adults access healthy foods; nutrition screening, education, and counseling; social opportunities; and other supports that encourage well-being; and

Whereas, the [program] is an integral part of [community/area] – providing sustenance and so much more to our older community members, especially those most vulnerable to [challenge (e.g., COVID, chronic health conditions, social isolation)]; and

Whereas, [program] is having a positive impact on our community and its senior members [by/as demonstrated by]:

- Method/outcome 1
- Method/outcome 2
- Method/outcome 3

Now, therefore, [I/we] of [city/town, state, or community/area] do hereby proclaim March [YEAR] to be the [X] anniversary of the National Senior Nutrition Program. [I/we] urge every resident to recognize older adults and the people who support them through nutrition services as essential contributors to the strength of our community.

[OFFICIAL SIGNATURE, SEAL, DATE, WITNESSING – PER SIGNATORY OFFICE]