**PROCLAMATION TEMPLATE**

Whereas: Kiwanis International is one of the largest service organizations in the world, with more than 430,000 members of all ages and abilities in more than 80 nations and geographic areas; and

Whereas: The members of the Kiwanis Club of [NAME] are devoted to improving the world one child and one community at a time, by seeking to give primacy to the human and spiritual rather than the material values of life; and

Whereas: In addition to improving the lives of children in [HERE] and in communities around the world, Kiwanis club members promote the development of community leaders, positive role models, intercultural understanding and cooperation, and opportunities for fellowship, personal growth, professional development and community service; and

Whereas: The first Kiwanis club started its service in Detroit, Michigan, U.S., in 1915; and the Kiwanis Club of [NAME] was formed on [DATE]; and

Whereas: The service provided by the Kiwanis Club of [NAME] will continue to have a positive impact on our community and citizens;

Therefore: I, [NAME AND TITLE], do hereby proclaim this [Date AND YEAR], as Kiwanis International Day, and hereby call upon all [CITIZENS, OFFICIALS] of [NAME OF COMMUNITY] to render support to the members of this organization and to make themselves aware of Kiwanis International, whose members this day are providing meaningful service to our homes, schools and community.

In witness thereof, I have hereunto set my hand and caused a seal of [NAME] to be affixed, on this, the [DATE] day of [MONTH], [YEAR].

[NAME, TITLE]

[SIGNATURE]

Instructions

* Complete the proclamation with the appropriate information (city, county, state, etc.).
* Contact the appropriate official (mayor, governor, etc.) and ask for an official proclamation from the municipality. Check the websites of the offices of your mayor, governor, legislature, etc., as some offer the opportunity to complete a request online. Complete this form and upload it if that is allowed.
* Be prepared to discuss the mission of Kiwanis International and how it benefits the community; list some community projects your club has completed.
* Once the proclamation is signed, schedule a time for the official to present it to the club. Invite the official to a meeting or service project.
* Work with the official’s office to issue a news release.
* Personally invite local media to the presentation.
* Modify as needed.