## Request a Welcoming Week Proclamation

By formalizing your community’s welcoming values, a Welcoming Week proclamation can strengthen belonging among residents and newcomers. Requesting the proclamation gives you the opportunity to meet and speak with your mayor and get your local government involved in the local effort to build belonging.

**What is a mayoral proclamation?**

Proclamations are typically issued by a mayor to recognize the importance of a community event, significant achievements by community members or to signal a city’s role in significant national events. Proclamations may be read at a City Council meeting, or at a community event being recognized, depending entirely on the schedule of the mayor.

**Plan ahead.** Proclamations requested at least two months in advance have the best chance of being completed and provided to the requestor by a specific date. Make sure to reach out well in advance of Welcoming Week.

**Send an email request to your mayor.** Most mayors will have their contact information, including their email address, on your city’s official web page. You can use the sample outreach email in this toolkit.

**Provide a draft.** If the response is positive from your Mayor’s office, they may request you to send a draft of a sample proclamation. We’ve included a sample draft proclamation in this packet for you to edit and send.

**Celebrate your city.** Your local government office may invite you to attend a meeting to accept the proclamation. This is a great press opportunity and way to bring your community together to celebrate. Invite your partners and local media to take part as well.

**Share your proclamation.** Share your press release, photos, videos and other moments from receiving your proclamation with the Welcoming Week community by posting on social media using the hashtag #WelcomingWeek2022 #BelongingBeginswithUS.

**Email Template**

**Subject: Belonging Begins with US in [CITY]**

Dear \_\_\_\_\_\_\_\_\_\_,

This year in September, we’re celebrating Welcoming Week in our community to bring neighbors together to celebrate. As a partner in building belonging in our city, we would like to respectfully request that the City of \_\_\_\_\_\_\_\_\_\_\_\_\_ officially proclaim the September 9-18, 2022, “Welcoming Week.” Attached is a proposed proclamation.

Welcoming Week is a movement of communities nationwide renewing a commitment to our core American values and taking action in the spirit of welcoming. By working together, we can achieve greater prosperity and make our [COMMUNITY/STATE] the kind of place where diverse people from around the world feel valued and want to put down roots.

For additional information, please visit welcomingamerica.org/initiatives/welcoming-week.

It would truly be an honor to have the City of \_\_\_\_\_\_\_\_\_\_ formally proclaim September 9-18, 2022, Welcoming Week. Thank you for considering our request.

[NAME]

[ORGANIZATION NAME]

**Proclamation Template**

WHEREAS, the City of [CITY] acknowledges and celebrates the fact that the United States of America is a nation of people with diverse backgrounds, and our country’s cultural and economic richness is rooted in diversity and its promise of freedom, equity and opportunity; and

WHERAS, [CITY] is a community that values the fresh perspectives and ideas contributed by people of diverse backgrounds and experiences and is committed to providing a welcoming environment in which all residents have opportunities to strive, grow, and succeed; and

WHEREAS, fostering a welcoming environment and treating all individuals with compassion and respect, regardless of their background, enhances [CITY’S] cultural fabric, economic growth, and overall prosperity for current and future generations; and

WHEREAS, [CITY] aspires to be a welcoming place where people, families and institutions thrive and the contributions of all are celebrated and valued; and

WHEREAS, [CITY] is committed to ensuring a welcoming and neighborly atmosphere in our community, where all people are accepted and encouraged to participate fully in civic life and feel like they belong; and

WHERAS, [CITY] is stronger and greater when we work together toward those core American values that afford everyone the right to life, liberty, and the pursuit of happiness.

NOW, THERFORE, I, [MAYOR], Mayor of [CITY], do hereby proclaim September 9-18 as

**“Welcoming Week”**

In the City of [CITY], Minnesota, and encourage all residents and institutions to greet their neighbor and those that they don’t know and participate in one or more of the Welcoming Week events taking place within our community.