

How to Request a SkillsUSA Week Proclamation

A proclamation is an official designation of an event. Proclamations are a great way to educate the public about SkillsUSA Week and bring attention to our mission. A proclamation is an effective public relations tool because it carries the support of a key government official in your state or community.

STEP 1: Contact the State or Local Government Office

Governors, county executives, mayors, state legislatures, municipalities, counties, cities or towns can issue proclamations. For city proclamations, a mayor, city manager or city marshal may be the person to sign. For counties, it will most likely be the county commissioners. Determine whether you would like to request a proclamation from your city, county or state and locate the website for this entity. In addition to seeking the guidelines for requesting a proclamation, be sure to inquire about the preferred format. This information will allow you to begin to draft your proclamation.

STEP 2: Draft your Proclamation

Traditional proclamations begin with a series of statements starting with the words “whereas,” meaning “because,” “inasmuch” or “since.” Each clause states the problem or issue being addressed and is followed by a concluding phrase beginning with “therefore,” which specifically requests the support or action needed. Modern proclamations are written in a letter format. A sample traditional proclamation is provided but you can adjust the wording as you prefer. Follow any guidelines you receive from your government office. Have an electronic version of your proclamation available. Most offices will print the proclamation on their own official letterhead or certificate paper, using your wording.

STEP 3: Follow the Guidelines for Submitting a Request

Each city, county and state will have their own guidelines and procedures for signing proclamations. The easiest way to research your city, county or state’s guidelines is to look on its website and search for the term “proclamation.” Some of the larger cities and counties will have proclamations listed. Smaller cities and counties may provide contact information to call or email for proclamation information. A cover letter requesting a proclamation should include:

- Draft text of the proclamation
- The purpose of the proclamation (e.g., SkillsUSA Week) and when it is needed
- A brief description of your SkillsUSA chapter and SkillsUSA as a whole

STEP 4: Allow Enough Time

The wheels of government turn slowly, so begin the proclamation request process well in advance of your event date. Timing is key if you want to be able to have the proclamation announced at a city council or county commissioner meeting. You may be required to send a copy of the proclamation to these representatives several ahead of the meeting.

STEP 5: Make an Event Out of It!

Follow the guidelines that you are given as to whom (and how many) you can bring to the proclamation meeting or signing event. Notify your local paper or media outlets about the proclamation. Distribute printed copies to local reporters. Have the proclamation photo-enlarged for display at the event or in a prominent public place. Send copies to local newspapers. As with any media piece, demonstrate its importance to the media’s audience by including local statistics.

Sample Cover Letter to Local Officials in Request of a Proclamation

Use this sample cover letter when you email the proposed proclamation wording. If you have already spoken to the proper official, then you should reference that conversation in this letter. Also, adjust the language of the letter to reflect the details of the event in your community. Be sure to enclose your proclamation draft with your letter.

[Date]

Honorable [Name]
[Official Title]
[Mailing Address]

Dear [Name],

Feb. 1-5, 2027 is SkillsUSA Week. This nationally-celebrated event provides an excellent opportunity to demonstrate support of SkillsUSA and career and technical education (CTE) students who are preparing to enter the workforce in meaningful careers.

Our local SkillsUSA chapter would be honored if you would sponsor an official proclamation to recognize Feb. 1-5, 2027 as SkillsUSA Week. Your proclamation would lend official recognition to the important work we are doing to prepare students with the personal skills, workplace skills and technical skills grounded in academics through the SkillsUSA Framework.

This week-long celebration is a wonderful opportunity to educate the public about SkillsUSA and CTE as well as our value to our public schools, community, state and the economy as a whole.

We have enclosed a sample proclamation which may help your office compose the appropriate proclamation. We hope you will attend an event at our school to present your proclamation, or we can visit your offices for a short ceremony and photos.

If you or your staff have any questions concerning this request, the sample proclamation or SkillsUSA Week, please contact me. We appreciate your support of SkillsUSA and thank you for your consideration of this request.

Sincerely,

[Name]
[Title]
[School name and address]
[Phone number and email address]

Enclosure: Sample Proclamation

Sample Proclamation

SkillsUSA Week Feb. 1-5, 2027

PROCLAMATION

TO ALL WHOM THESE PRESENTS COME — GREETINGS:

WHEREAS Feb. 1-5, 2027, has been designated by the SkillsUSA national association as SkillsUSA Week; and

WHEREAS career and technical education provides students with a school-to-careers connection and is the backbone of a strong and educated workforce that fosters productivity in business and industry and contributes to leadership in the national and global economies; and

WHEREAS career and technical education and SkillsUSA give high school students empowering experiences in the meaningful application of skills such as reading, writing and mathematics as well as the development of SkillsUSA Framework skills including personal skills, workplace skills and technical skills grounded in academics, thus improving the quality of their education, providing increased motivation to learn and giving all students leadership opportunities in their career fields, schools and communities; and

WHEREAS career and technical education offers students opportunities to learn skills and have career experiences that may lead to further education or meaningful employment; and

WHEREAS the cooperative efforts of career and technical educators working with business and industry stimulate the vitality of our nation's economy by preparing graduates for careers forecast to experience the largest growth within the next decade; and

WHEREAS SkillsUSA is the #1 workforce development organization for students preparing middle school, high school and college/postsecondary students in technical, skilled and service career programs to be high-performance workers;

NOW, THEREFORE we proclaim the week of Feb. 1-5, 2027 as SkillsUSA Week and urge all its citizens to acquaint themselves with the mission of SkillsUSA and to give support to the members who are working hard to achieve the goals that will make them outstanding skilled workers in our communities.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affix this seal on this ____ day of _____, 2027.

Name, and Title

**AFFIX
SEAL**