

PROCLAMATION ACQUISITION PACKET

How to request a
proclamation at the
state and local level

National Classics Week 2019

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PROCLAMATIONS

OVERVIEW



A proclamation is an official endorsement by a government office in advocacy and recognition of a particular cause or event. Such an endorsement can offer excellent publicity for your state/local chapter. This year, we encourage you to submit a proclamation request for the National Classics Week (April 15-21), culminating in a celebration of Rome's founding on April 21, 753 BC. We encourage you to request a proclamation from the official who is most directly applicable to your chapter. For example, a state chapter should request a proclamation from its governor for that state's own classics week (e.g. Virginia Classics Week). A local chapter should request a proclamation from its mayor for a local classics week (e.g. Exeter Classics Week, Ashburn Classics Week, etc.). DO NOT request a proclamation for a National Classics Week.

When submitting a request, please keep in mind that you must identify an individual office and its officeholder from whom you seek a proclamation. Taking Exeter, New Hampshire as an example, one could request a proclamation for an Exeter Classics Week from the Exeter Board of Selectmen's Chair Don Clements, a New Hampshire Classics Week from Governor Chris Sununu, or a New Hampshire Classics Week from Senator Maggie Hassan.

DOCUMENTATION

When submitting a request, you must provide a sample proclamation containing four or more "And, whereas" clauses that outline the significance of the JCL in your local and/or regional community and Classics Week. We encourage you to additionally provide a cover letter for your document that addresses the official and office from whom you are seeking a proclamation, introduces yourself and the JCL chapter you are representing, and describes the nature of your proclamation request.

Note that the "official look" of your proclamation portfolio is a basic, yet critical aspect in acquiring a government-issued proclamation. To a government official who might have to read twenty requests before reading yours, appearance is sometimes just as important as content. Consider using official state JCL stationery or an official school letterhead to professionalize your work. Additionally, although it is important to do everything in your power to convey the uniqueness of your JCL chapter, take care not to oversaturate your proclamation portfolio - the boilerplate documents are a great place to start.

Finally, make sure your state chair(s) and/or local sponsor review your documents prior to submission. If you have any questions, please do not hesitate to email the NJCL First Vice-President at vp1@njcl.org.

NATIONAL CLASSICS WEEK 2019

When writing regarding this year's National Classics Week, please keep in mind that it will begin on Monday, April 15 and conclude on the anniversary of Rome's founding on Sunday, April 21. The theme of this year's celebration focuses on ancient cities. We encourage you to join us in various activities throughout the week to promote and celebrate your local and/or state JCL chapter.

For more information regarding this year's National Classics Week and to see what you can do to join the celebration, please find the official 2019 NCW Packet at njcl.org.

SUBMITTING REQUESTS

Submission

- i. Explore your state/municipality's proclamation request submission policy. A good place to start is an official government website or Google. If you are having trouble finding the requisite information, try contacting your chosen official's office by phone or email and inquiring about proper submission procedures. A good website for such contact information is www.statelocalgov.net.
- ii. Your state/municipal government might allow you to submit your request entirely online. In this case, you need only submit your sample proclamation and not the introductory letter. Make sure to take note of whatever your office requires before proceeding on with your proclamation packet.
- iii. Know the exact name and address of the office to which you will be submitting the request.
- iv. Pay attention to deadlines. Make sure to submit your requests as soon as humanly possible. It is imperative that you allot several weeks of time to ensure that you can secure the proclamation in time.

After Submission

- i. Unfortunately, the only thing you can do after submission is to wait. Sometimes offices will email to confirm receipt of the request but more often you will be left in the dark.
- ii. In the meantime, take the opportunity to prepare for other parts of National Classics Week - look into other methods of recognition or submit a proclamation request to another office! The more recognition you can get for Classics Week, the better.
- iii. If you do end up receiving the proclamation, take the time to celebrate. Having your efforts recognized by the government and disseminated to its citizens is no small feat!
- iv. Share!

LETTER OF INTRODUCTION: SUBMITTED TO WISCONSIN GOVERNOR SCOTT WALKER

February 11, 2016

Michael Kearney
NJCL First Vice-President
Address Line One
Whitefish Bay, WI 53217
(xxx) xxx-xxxx
vp1@njcl.org

Office of Governor Scott Walker
115 East Capitol
Madison, WI 53702

Dear Governor Walker,

I hope this letter finds you well. My name is Michael Kearney, and I serve as First Vice-President of the National Junior Classical League. I write with a request, which I would like to state directly and then put into context. So first the request: to officially recognize April 17th-23rd, 2016 as Wisconsin Classics Week.

Now the promised context, as to which I shall try to be efficient enough but not at the risk of being uninformative. Since 1936, the National Junior Classical League (NJCL) has worked to promote the study and appreciation of Greco-Roman language, literature, philosophy, and culture among secondary school students. Boasting membership of nearly 50,000 students, NJCL continuously seeks to supplement classroom activities through educational ventures, publicity activities, and community service. Nearly every state in the union contains a "chapter" - not least Wisconsin.

The Wisconsin Junior Classical League (WJCL) contains twelve schools and numbers on thousand members strong. Many attend the annual state Convention in Madison each January and the National Convention each July - week-long festival of Latin held at varying universities across the country. Delegates are united by the love of the Classics and dedicated to the improvement of their communities through acquaintance with classic civilizations. The WJCL sponsors a number of service events throughout the year - from teaching mythology to younger students to volunteering at food banks.

A particular focus of the National Junior Classical League - and, by extension, the Wisconsin Junior Classical League - is National Classics Week. Centered on April 21st, the traditional date of Rome's founding, the celebratory event offers the opportunity to promote and connect with the legacies of Greece and Rome through service, publicity, and outreach opportunities. This year's theme is Ancient Cities - each day of the week "journeys" through a different ancient city that leads up to Rome's birthday on the 21st.

It is my sincere hope and the earnest desire of the Wisconsin Junior Classical League that you issue a proclamation officially recognizing the interests that citizens of Wisconsin hold in the Classics - officially designating April 17th-23rd as Wisconsin Classics Week. I have attached an example of such a proclamation. Thank you for your consideration.

Ex imo pectore - from the bottom of my heart,

Michael Kearney
2015-2016 First Vice President
National Junior Classical League

STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

Executive Order

PROCLAMATION

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

- WHEREAS,** the Indiana Junior Classical League (IJCL) is an organization with membership made up of Latin and Greek language scholars from schools throughout the state; and
- WHEREAS,** the IJCL is a longtime member of the American Classical League and the National Junior Classical League, which is the largest organization of its kind; and
- WHEREAS,** the IJCL's purpose is to further the recognition of the traditional, enduring qualities of the classics in our literature, language, architecture, fine arts, governmental structure, law, and the broad aspects of science; and
- WHEREAS,** the IJCL's members believe that the classics continue to hold a vital and significant place in today's society; and
- WHEREAS,** the IJCL, consisting of students and teachers, believe that continued emphasis on the study of Latin and Greek is essential today and for future generations if appreciation of the classics in language and art is to remain strong and viable;

NOW, THEREFORE, I, Michael R. Pence, Governor of the State of Indiana, do hereby proclaim April 19-25, 2015 as

INDIANA CLASSICS WEEK

in the State of Indiana, and invite all citizens to duly note this occasion.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of State. Done at the City of Indianapolis, this 10th day of March in the year of our Lord 2015 and of the Independence of the United States 239.



BY THE GOVERNOR:

Michael R. Pence

MODEL LETTER OF INTRODUCTION

[Your name]

[DATE OF SUBMISSION]

[Your title]

[Address Line One]

[Address Line Two]

[City, State Zip]

[Phone: (xxx) xxx-xxxx]

[Email Address]

[Name of Official]

[Full Name of Office]

Address Line One]

[Address Line Two]

[City, State Zip]

Dear [name of official],

I hope this letter finds you well. My name is [your name], and I serve as [your title] of [name of state JCL or local chapter], a [state/local] chapter of the National Junior Classical League. I write with a request, which I would like to state directly and then put into context. I am writing on behalf of the [name of state/local chapter] to request that you please officially recognize April 15th-21st, 2019 as [name of state/municipality] Classics Week.

Since 1936, the National Junior Classical League (NJCL) has worked to promote the study and appreciation of Greco-Roman language, literature, philosophy, and culture among secondary school students. Boasting membership of nearly 50,000 students, NJCL continuously seeks to supplement classroom activities through educational ventures, publicity activities, and community service. The [name of state JCL/name of local chapter] is composed of [number of chapters in your state/number of members].

[Add relevant information regarding your state/chapter's activities (see sample letter for ideas). Maximum of one paragraph.]

A particular focus of the National Junior Classical League - and, by extension, the [name of state/local chapter] - is National Classics Week. Set up to build up to and culminate on April 21st, the traditional date of Rome's founding, the celebratory event offers the opportunity to promote and connect with the legacies of Greece and Rome through service, publicity, and outreach opportunities. This year's theme is Ancient Cities - each day of the week "journeys" through a different ancient city that leads up to Rome's birthday on the 21st. Please visit the NJCL website at njcl.org [if applicable, additionally insert your chapter] to learn more about National Classics Week, the JCL's mission, and its efforts to cultivate an awareness of the civilizations of Greece and Rome and their impact on our contemporary society.

It is my sincere hope and the earnest desire of the [name of state/local chapter] that you issue a proclamation officially recognizing the interests that citizens of [name of city/municipality] hold in the Classics - officially designating April 15th-21st as [name of state/municipality] Classics Week. I have attached an example of such a proclamation. Thank you for your consideration.

[Closing statement]

[Handwritten signature]

[Your name]

[Title, Year]

SAMPLE PROCLAMATION OF THE [NAME OF STATE] CLASSICS WEEK

SUBMITTED BY THE [NAME OF STATE] JUNIOR CLASSICAL LEAGUE

WHEREAS, THE CLASSICS AND CLASSICAL ANTIQUITY CONTINUE TO PLAY AN IMPORTANT ROLE IN MODERN SOCIETY - FROM GOVERNMENT AND LAWS TO LITERATURE, LANGUAGE AND ARTS; AND,

WHEREAS, THE [NAME OF STATE] JUNIOR CLASSICAL LEAGUE IS COMMITTED TO FURTHERING EDUCATION IN THE CLASSICS WHILE BETTERING THE FUTURE OF AMERICAN COMMUNITIES - THROUGH EDUCATIONAL VENTURES, PUBLICITY ACTIVITIES, AND COMMUNITY SERVICE ENDEAVORS; AND,

WHEREAS, THROUGHOUT THE [NAME OF STATE], THERE ARE [NUMBER OF CHAPTERS] CHAPTERS COMPRISED OF [NUMBER OF ESTIMATED STUDENTS] MIDDLE AND HIGH SCHOOL LATIN, GREEK, AND CLASSICS STUDENTS; AND,

WHEREAS, THE MEMBERS OF THE [NAME OF STATE] JUNIOR CLASSICAL LEAGUE RECOGNIZE THE POSITIVE INFLUENCE OF CLASSICAL CULTURE UPON OUR SOCIETY BY GIVING BACK IN THEIR COMMUNITIES IN AFFIRMATION OF THE CLASSICAL PRINCIPLE THAT GOOD CITIZENSHIP IS INSEPARABLE FROM EDUCATION; AND,

WHEREAS, [NAME OF STATE] CLASSICS WEEK IS HELD IN COMMEMORATION OF THE TRADITIONAL "BIRTHDAY" OF ROME - APRIL 21ST - OFFERING THE OPPORTUNITY TO PROMOTE AND CONNECT WITH THE LEGACIES OF GREECE AND ROME.

NOW THEREFORE I, [NAME OF OFFICIAL], [TITLE] OF THE STATE OF [NAME OF STATE] DO HEREBY PROCLAIM APRIL 15TH-21ST, 2019 AS [NAME OF STATE] CLASSICS WEEK THROUGHOUT [NAME OF STATE]. I CALL UPON ALL CITIZENS TO RECOGNIZE THE CULTURAL BOND BETWEEN AMERICAN SOCIETY AND THOSE OF CLASSICAL ANTIQUITY AND TO JOIN THE [NAME OF STATE] CLASSICAL LEAGUE IN ACTIVITIES TO CELEBRATE THE CLASSICS.

SAMPLE PROCLAMATION OF THE [NAME OF MUNICIPALITY] CLASSICS WEEK

SUBMITTED BY THE [NAME OF LOCAL CHAPTER]

WHEREAS, THE CLASSICS AND CLASSICAL ANTIQUITY CONTINUE TO PLAY AN IMPORTANT ROLE IN MODERN SOCIETY - FROM GOVERNMENT AND LAWS TO LITERATURE, LANGUAGE AND ARTS; AND,

WHEREAS, THE [NAME OF LOCAL CHAPTER] IS COMMITTED TO FURTHERING EDUCATION IN THE CLASSICS WHILE BETTERING THE FUTURE OF AMERICAN COMMUNITIES - THROUGH EDUCATIONAL VENTURES, PUBLICITY ACTIVITIES, AND COMMUNITY SERVICE ENDEAVORS; AND,

WHEREAS, THROUGHOUT THE [NAME OF MUNICIPALITY], THERE ARE [NUMBER OF CHAPTERS] CHAPTERS COMPRISED OF [NUMBER OF ESTIMATED STUDENTS] MIDDLE AND HIGH SCHOOL LATIN, GREEK, AND CLASSICS STUDENTS; AND,

WHEREAS, THE MEMBERS OF THE [NAME OF LOCAL CHAPTER] RECOGNIZE THE POSITIVE INFLUENCE OF CLASSICAL CULTURE UPON OUR SOCIETY BY GIVING BACK IN THEIR COMMUNITIES IN AFFIRMATION OF THE CLASSICAL PRINCIPLE THAT GOOD CITIZENSHIP IS INSEPARABLE FROM EDUCATION; AND,

WHEREAS, [NAME OF MUNICIPALITY] CLASSICS WEEK IS HELD IN COMMEMORATION OF THE TRADITIONAL "BIRTHDAY" OF ROME - APRIL 21ST - OFFERING THE OPPORTUNITY TO PROMOTE AND CONNECT WITH THE LEGACIES OF GREECE AND ROME.

NOW THEREFORE I, [NAME OF OFFICIAL], [TITLE] OF THE MUNICIPALITY OF [NAME OF MUNICIPALITY] DO HEREBY PROCLAIM APRIL 15TH-21ST, 2019 AS [NAME OF MUNICIPALITY] CLASSICS WEEK THROUGHOUT [NAME OF MUNICIPALITY]. I CALL UPON ALL CITIZENS TO RECOGNIZE THE CULTURAL BOND BETWEEN AMERICAN SOCIETY AND THOSE OF CLASSICAL ANTIQUITY AND TO JOIN THE [NAME OF LOCAL CHAPTER] IN ACTIVITIES TO CELEBRATE THE CLASSICS.