

How to Write a Proclamation

Proclamations can be used by environmental health programs to build buy-in with local officials about a specific environmental health topic or environmental health in general.

Before deciding to write a proclamation, contact your policy or communications staff if you have them. They can provide the best guidance for your organization and situation.

Outline

1. **Title:** write a simple, explanatory title
2. **Reasoning statements:** state the reason for your proclamation
 - Start each sentence with “WHEREAS”
 - Example: Whereas, environmental health workers are important for public health
3. **Proclamation statement:** state what you are proclaiming
 - Start the sentence “NOW, THEREFORE”
 - Write in first person and include the author’s name, position, organization
 - Example: Now, therefore, I, Jackie Linn, president of the Environmental Workforce Coalition, urge Denver County to acknowledge July as EH month.
4. **Add a personal invitation**
 - Invite readers to support and participate in your proclamation
 - Example: I encourage the community to participate in EH month events.
5. **Sign and date the document**
 - Determine what date period is being covered

Example Proclamation

Title: Denver, USA Environmental Health Workforce Support Proclamation

WHEREAS, environmental health workers are integral to public health and safety; and
WHEREAS, the strength of the environmental health workforce depends on local, state, and federal funding; and
WHEREAS, X% of environmental health workers feel underrepresented in the public health field

NOW, THEREFORE the Environmental Health Workforce of Colorado urges Denver County to acknowledge November 3rd as Environmental Health Workers Day.

Personal Invitation

I encourage all residents to support their environmental health workforce.

