

Proclamation Request Guidelines and Procedures

Proclamations can be obtained from public officials for the purpose of receiving their endorsement and advocacy for the Internal Audit profession and the services they provide to their members and the community.

Guidelines

1. Proclamations should support The Institute of Internal Auditors' (IIA's) Mission Statement and Statement of Values.
2. Proclamations can be issued for any local chapter, for The IIA or for any program or certification that The IIA supports.
3. Requests should be submitted in writing for each requested proclamation in accordance with these procedures.

Procedures

1. Enlist a well-known local official to issue a proclamation supporting your chapter events and activities.
2. If you obtain agreement that an official will participate, work with their staff to issue a press release to the local media and coordinate with them any media coverage of the proclamation presentation.
3. All requests for proclamations should be made in writing to the requested official. Each request should be accompanied by the name, telephone number, and email address of a person who can answer questions about the proposed proclamation.
4. When seeking a proclamation, include the following information with the request:
 - Name of organization.
 - Proposed text for the proclamation, including facts about the subject matter and enough information to make four points. Avoid repetition, and emphasize the most important items or issues.
 - Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed.
 - Date of the proclamation presentation.
 - Date the proclamation is needed.
 - Action to be taken when the proclamation is ready for pickup (person to be notified either by telephone or email when the proclamation is ready).
5. Any draft language submitted is subject to editing or revisions.
6. Once a proclamation request is made, maintain contact with the person to whom the request was made to determine the status of the request.
7. The proclamation should be issued to the individual or organization requesting the proclamation.
8. Follow-up to make sure the proclamation is received in a timely manner.