

Instructions to get a Governor's Proclamation for CS Ed Week

1. The governor's office has a contact person who handles all kinds of proclamations.
2. You have to apply 30 days before the date needed – Attach the [verbatim](#), explaining the reason requesting the proclamation
3. Applying way early does not help.
4. Apply 30 days ahead and then call in to check the status 15 days before. They usually do not track.
5. The office staff, when called pulls it to the top and then sends them within a week.
6. The office staff that handles the proclamation changes every year.
7. Refer the name from the previous year (if this has been done before) and then ask who holds that position now. They are very good about answering the question and pointing in the right direction. They will ask if you want it mailed or pick up in person. Mailing it to your school works best.