

Mayoral Proclamation Request Form

Please email request form to kgehlhausen@huntingburg-in.gov & nelkins@huntingburg-in.gov
Requests are reviewed weekly. Please submit requests 30 days prior to proclamation date.



Date of Request _____ Your Name _____

Organization Name _____

Phone Number _____ Email Address _____

Organizations Website _____

Organizations Social Media(s) _____

Name on Proclamation _____

Examples: "Joseph Smith Day", "UHL Pottery Month", "Police Officer Awareness Month"

☐ Day _____ ☐ Week _____ ☐ Month _____

Examples: May 3rd, Week of May 13th, January 1-31 or September 15 – October 15th

Will you need the mayor to read the Proclamation at an event? Yes ☐ No ☐

If yes, Date _____ Time _____ Location _____

If no, please give the name of the person picking up the proclamation at
Huntingburg City Hall (508 E 4th Street, Huntingburg, IN 47542)

Name _____ Date _____ Time _____

Please give the details and the reason for the proclamation:

Please attach draft language for the "Whereas Statements".

Whereas statements are reasons for creating the proclamation. (ex. Page 2)



EXAMPLE FOR WHEREAS STATEMENTS:

- Whereas Mentoring is a vital component in the development of youth, providing guidance, support, and inspiration, and
- Whereas Mentors empower young individuals to achieve their goals, instilling confidence and fostering positive growth, and
- Whereas the contributions of mentors create a ripple effect, positively impacting families, communities, and society as a whole. There are many ways to get involved beyond mentoring such as volunteering at events, being a board or committee member and providing financial support, and
- Whereas this month we recognize and celebrate the dedication of mentors who give their time and knowledge to nurture the potential of the next generation, and
- Whereas during the month of January, we honor all mentors, and encourage others to join in this vital effort to support our youth and build a brighter future.

Now, Therefore, I, Neil Elkins, Mayor of Huntingburg, Indiana,
do hereby proclaim January 1 through January 31, 2025, as

MENTORS FOR YOUTH MONTH IN HUNTINGBURG

NOTES:

A proclamation is a one-page document so keep that in mind when drafting the guide for “Whereas Statements”.

The mayor will change whereas statement wordage to better suit his dialect. The draft language will act as a guide.