

Proclamation Instructions

- Step 1:** Go to the following link to find the percentage of citizens who live in poverty in your county.
- <http://quickfacts.census.gov>
This percentage will be the last item on the People Quickfacts section.
- Step 2:** The percentage of lawyers in your county who donated their time can be found in the attached Excel spreadsheet.
- Step 3:** Attached are proclamation forms for your city or county.
Type your local information into the fields on the first page. Press TAB after each field you fill out. The information will automatically go into the proclamation in the correct locations.
- Be sure to use correct spelling and capitalization.
- Step 4:** Contact your local official and ask for their support and passage of the proclamation.
- Step 5:** Once the date is set, start contacting your local media. Refer to the sample press release as needed.