

Tips For Submitting Your Resolution and Proclamation

Tips For Submitting Your Resolution

1. Select an ASCE template resolution. If you need to alter it to comply with the guidelines, please contact [ASCE Government Relations](#).
2. Identify a state legislator to introduce and champion your resolution.
3. Submit your resolution to identified state legislator's office. Make sure to include:
 - Your name and address
 - Date and/or date range associated with your request
 - Resolution language
 - The name of your ASCE Region, Institute, Section, Branch
4. The amount of time until you get a response will vary. You may receive four possible responses:
 - a. They accept your resolution.
 - b. They accept with edits.
 - c. Someone else submitted a similar request so they will not grant yours. They may send you a copy of the other resolution.
 - d. They will not grant your resolution.
5. If the resolution is accepted, consider asking to attend the state legislative session it is read on the floor, as it will be a great photo opportunity. Ask for a copy to be sent in the mail.
6. Share the published resolution far and wide in your newsletters and social media. Please let ASCE Government Relations know so your advocacy success can be highlighted in its weekly *This Week in Washington* newsletter.

Tips For Submitting Your Proclamation

1. Figure out your state's and/or locality's process, timeline, and rules associated requesting proclamations. ASCE has created a [list of proclamation request processes by state](#). If you need assistance in navigating how to submit a local proclamation, please contact ASCE Government Relations.

2. Select an ASCE template proclamation. You will need to submit your request several weeks ahead of the date you want recognized. If you need to alter it to comply with the guidelines, please contact [ASCE Government Relations](#).
3. Following your state and/or locality's guidance, submit your request. Make sure to include:
 - a. Your name and address
 - b. Date and/or date range associated with your request
 - c. Proclamation language
 - d. The name of your ASCE Region, Institute, Section, Branch
4. The amount of time until you get a response will vary. You may receive four possible responses:
 - a. They accept your proclamation.
 - b. They accept with edits.
 - c. Someone else submitted a similar request so they will not grant yours. They may send you a copy of the other proclamation.
 - d. They will not grant your proclamation.
5. If the proclamation is accepted, consider asking for an in-person signing as it will be a great photo opportunity. Ask for a copy to be sent in the mail.
6. Share the proclamation far and wide in your newsletters and social media. Please let ASCE Government Relations know so your advocacy success can be highlighted in its weekly *This Week in Washington* newsletter.

For all other questions, please contact [Carlos Condarco](#), Director of Government Relations.