**How to obtain a public proclamation in support of Responsible Dog Ownership and RDOG Day.**

A proclamation is a good way to further promote your RDOG Day event and your club or organization. Proclamations are ceremonial documents, usually signed by the Mayor or other city/town officials, which are issued in support of public awareness campaigns, charitable fundraising campaigns and arts and cultural celebrations. When applying for a proclamation you should plan to start at least 8 weeks before your requested date (RDOG Day).

1) **To begin, identify the process involved in your city or town.** Each municipality will likely have a preferred and sometimes unique process for approving proclamations. For instance the City of Toronto has a [web page](http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=01b4b96fa9811410VgnVCM10000071d60f89RCRD) that explains the processes and protocols involved in having a proclamation passed and has a link to a [submissions page](https://wx.toronto.ca/inter/clerks/procgreet.nsf/proclamation?openform). If your local government doesn’t have this information available online, you’ll probably have to call and request it.

2) **Be prepared to provide details about your local club or organization.** An overview of your group’s volunteer work, fundraising and support of the local economy is essential. You should also be ready to explain how this proclamation and responsible dog ownership are relevant to your local town or city. You may have to provide written documentation, so be prepared to submit clear, concise support documents.

3) **Prepare a draft of what you would like to see included in the proclamation.**It is generally a good idea to do this yourself – the easier you make it for the officials involved, the better your chances for success. We have a sample proclamation posted here **<link1>** that will help you put together an initial draft.

4) **Promote and publicize your proclamation signing.** If your local officials are in agreement, a signing ceremony is a great way to get the media involved and thereby publicize your RDOG event. In order to notify the media you can prepare and send a ‘media alert’ with all the details about the signing, your club or organization and responsible dog ownership. Click here **<link2>** for a sample ‘media alert’.

Link 1: Sample Proclamation PDF on ckc server
Link 2: Sample Media Alert PDF on ckc server