

Obtaining a Proclamation Acknowledging Conflict Resolution Month in Colorado in Your Area

1. If you decide you would want your city/county or organization to issue a proclamation, first contact crmonthco@gmail.com to make sure that no one else is already approaching that city, county, university, etc.
2. Call the city, county, university, organization – preferably someone you know, but if not, go to their website and obtain the identity and contact information for the Mayor, council members or county commissioners or the City Manager or Administrator. It is best to reach out to someone in your own district where you are a constituent. **If you are a constituent, tell them this!**
3. When you make the initial call, identify yourself as a volunteer for Conflict Resolution Month in Colorado and ask if they know what it is and also state your purpose: you are interested in having your city or county issue a proclamation recognizing Conflict Resolution Month in Colorado and committing to collaborative conflict resolution during the month. Explain briefly what Conflict Resolution Month in Colorado is: an annual campaign run entirely by volunteers with the purpose of encouraging constructive problem solving. Activities across the state support education and promotion of collaborative conflict resolution methods and resources.
4. Ask them to direct you to the correct city/county administrator with whom you should talk and obtain their email, direct phone number, and address of the person as well as the best time to contact them. Obtain clear steps for the procedure they use in issuing proclamations.
5. Forward an email to the designated person providing the Conflict Resolution Month in Colorado Proclamation template for their reference. Additional examples and our brochure, etc. are available at www.conflictresolutionmonth.org/proclamations/
6. The Annual Senate Joint Resolution from the Colorado Legislature is available at the Conflict Resolution Website: www.conflictresolutionmonth.org
7. Advise the Proclamations Coordinator (crmonthco@gmail.com) of your progress so we can track the proclamations in Colorado. Please include contact information of those with whom you are working to get the proclamation and the date of the presentation of the proclamation. Take advantage of any photo op!
8. Follow up with the designated person at the city or county within two weeks.
9. Obtain the date, time and location of the presentation of the proclamation that will be made by the city or county (if one is planned). When set, the event can be added to the website calendar. If you wish, and if we can schedule it, a representative of Conflict Resolution Month in Colorado may attend the formal presentation with you. Perhaps your local legislator, Senator or Representative, and sponsors of the Joint Resolution will also want to attend.
10. When you get a proclamation (either at a formal presentation or by mail), forward it to crmonthco@gmail.com, and it will be added to our website. If you are not able to scan and email, please mail the proclamation to: Linda Newell at P.O. Box 333, Littleton, CO 80160.
11. Write a thank you to the city/county including the summary of the year's campaign. This summary will be available by mid-December each year. Thank you for your participation in obtaining proclamations for Conflict Resolution Month in Colorado. Our campaign is growing across the state because of volunteers like you!