



SAMPLE LETTER TO REQUEST FLORIDA VOLUNTEER MONTH PROCLAMATIONS

(Date)

Recipient Name
Address
Address
City, State, Zip Code

Dear Mayor/Chairman (name):

Governor Charlie Crist and the Florida Cabinet have proclaimed April to be **Florida Volunteer Month**. The message of Florida Volunteer Month is straightforward: volunteering is personally and professionally rewarding, volunteers strengthen communities, and corporate volunteerism contributes to the companies' bottom lines.

As we approach Florida Volunteer Month, we ask you to join the state in recognizing the hard work and dedication of the many volunteers in **(your city)**. [(Optional) **(Name of your organization)** plans to showcase its volunteers by **(insert SHORT description of your planned recognition events or service projects)**. We invite you to join our celebration of volunteers at **(location, date, time of your event)**.]

We also ask that you, as **(Mayor/Chairman)**, use one of the following opportunities to inspire the citizens of **(your city)** to reap the rewards of volunteering:

- 1) Proclaim April **(your city)** Volunteer Month;
- 2) Personally participate in a volunteer event in April;
- 3) Form a Florida Volunteer Month Steering Committee to promote volunteerism in **(city/county)**;
- 4) Encourage **(city/county)** employees to engage in community service by allowing them one hour per week for volunteering.

Enclosed you will find a sample proclamation, more information about Florida Volunteer Month, and facts about the sponsoring organization, the Governors Commission on Volunteerism and Community Service (Volunteer Florida). Additional information is available at the Florida Volunteer Month website: www.volunteerflorida.org.

I hope you will follow the lead of Governor Crist and the Florida Cabinet and proclaim April to be Florida Volunteer Month in **(your city)**. Your support of this initiative will challenge the people you represent to commit to volunteer service in the future and encourage citizens of **(your city)** to discover the many benefits that volunteering has to offer.

If you have any questions, please call **(local contact)**. We look forward to your response.

Sincerely,
(Your name)
(Title)

