



National Veterinary Technician Week

NVTW PROCLAMATION PLANNING

The honor of a proclamation

Check with your association to see if they are declaring proclamations. In most cases, proclamations must be made annually. They can apply to towns, villages, rural municipalities, cities and provinces. Most of the associations in Canada proclaim NVTW. Offer your help to do proclamations in your own town; the more the better!!

Contact the municipal offices and the government (usually the department of agriculture) for proclamation procedures. The following points should be considered when contacting officials.

- call or email (preferred and much faster) or write to the office in your province.
- ask for the protocol for submission of a proclamation for the mayor/premier to sign, name and address of the person in the office to submit the material and a time table in order to accomplish this project by October 1st.
- use the National Veterinary Technician Week Resolution (CAAHTT's) you can add "and the technicians of your province and the Executive of the Board of your association name" to the last paragraph of the Resolution.
- The (your association name) is proclaiming the third week in October, as National Veterinary Technician Week. National Veterinary Technician Week has been designated annually to recognize veterinary technicians nationwide for their contribution as members of the animal health team.
- submit all required information on association letterhead with a cover letter. List a contact name and number.
- required information can include the resolution, the association's mission, the association's objects/objectives, how many members you have, that you are non-profit, non-union, etc.
- investigate the possibility of receiving a proclamation in person. Arrange for a photographer to cover the event. Choose or elect a representative to receive the proclamation. Remember that this person will be representing technicians all across your province, so it should be someone who is used to speaking publicly. This photo along with a press release can be sent to local community and city newspapers.
- send the proclamation declaration to the press, the provincial VMA for inclusion in their newsletter, the AHT/VT colleges in your province. High quality, color copies are nice for this use.