*WHEREAS*, healthy, fertile soil and clean water is the lifeblood of nutrition and sustenance throughout the world, and soil conservation is a benefit to everyone; and,

*WHEREAS*, effective conservation practices ensure soil, water, animals, plants, and air can provide a rich standard of living; and

*WHEREAS*, our survival and continued production and access to quality food and water depends upon the robust management of diverse natural resources nationwide; and,

*WHEREAS*, stewardship calls upon every individual to help conserve these precious resources to ensure their prosperity for generations to come; and,

*WHEREAS*, a focus on restoring and protecting **native habitats** plays a vital role in maintaining biodiversity, supporting pollinators, and enhancing ecosystem health, thereby strengthening the foundation for long-term soil and water conservation efforts; and,

*WHEREAS*, the theme for the 2025 Stewardship Week is *"****Home is Where the Habitat Is****,"* emphasizing the essential role of both natural and managed habitats in sustaining healthy ecosystems. This theme highlights that our homes—whether urban, rural, or wild—depend on the health of the habitats around us, and that protecting these habitats ensures a thriving environment for all living things;

Therefore, I, [NAME], Governor of the [State/Territory] of [XX], do hereby proclaim the week of **April 27 - May 4, 2025** as **Stewardship Week**, with an emphasis on the importance of preserving and restoring **native habitats** as part of our collective conservation efforts, and celebrating the theme ***"Home is Where the Habitat Is."***

**Date:**

**Name and Title:**

**Signature:**

**INSTRUCTIONS**

1. **Determine the Governor’s Process for Proclamations**

Each governor’s office has a specific process for requesting proclamations, so it's important to **check the official website** or **contact the office directly** for instructions. Many states and territories offer **online forms**, but some may require a written application instead. Before proceeding, review the next page for details and verify the process on your state's official site.

**Online or Written Requests**:

* **Online Request**: If the state provides an online form for submitting a proclamation request, it’s typically found on the governor's office website under sections like **"Contact Us,"** **"Public Requests,"** or **"Proclamation Requests."**
* **Written Request**: If no online submission option is available, you will need to submit a formal letter to the Governor’s Office.

1. **How to Submit a Written Request**

If an online submission isn’t available, you will need to write a **formal request letter**. You may use the sample letter provided, or to write your own, follow these helpful tips:

* **Introduction**: Introduce yourself and your organization (your title or position with the local conservation district or state conservation district association).
* **Purpose**: Clearly state the event or the cause you are requesting recognition for. Be specific about the event (**Stewardship Week**) and include the requested dates (April 27–May 4, 2025).
* **Theme Explanation**: Explain the theme of the event ( “Home is Where the Habitat Is”) and its significance to the state or community.
* **Request**: Politely request that the governor issue an official proclamation in support of the event.
* **Supporting Information**: Provide any relevant supporting details, including the event's history, national significance, and its alignment with state conservation efforts.
* **Contact Information**: Provide clear details on how the office can follow up with you.

**EXAMPLE LETTER**

[Your letterhead or Association/District] [DATE]

[Address block]

Governor [Governor's Full Name]   
[Governor's Office Address]  
[City, State, ZIP Code]

Dear Governor [Last Name],

I am writing to request your official recognition of Soil and Water Stewardship Week, from April 27 – May 4, 2025, with the theme "Home is Where the Habitat Is." This week is celebrated nationwide to raise awareness about the critical importance of soil, water, and habitat conservation, which are essential to the health and sustainability of our environment.

Since 1955, Soil and Water Stewardship Week has been an important initiative aimed at educating the public and engaging communities in conservation efforts. With over 100,000 people participating annually, this program has become one of the largest natural resource awareness events in the country.

The 2025 theme, "Home is Where the Habitat Is," highlights the crucial role of both natural and managed habitats in maintaining biodiversity and ecosystem health. Protecting and restoring these habitats is key to the long-term health of our soil, water, and wildlife, ultimately benefiting our communities and environment.

We would be honored to have your support in proclaiming Soil and Water Stewardship Week in [State]. Your proclamation would help raise awareness and inspire action toward conservation in our state.

Please let us know if you would be willing to issue this proclamation. We would be happy to provide any further information needed.

Thank you for considering our request. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]

1. **Submit Your Request**

Once your request is ready, submit it following the instructions outlined on the governor's website or in the office’s guidelines:

* Online Submission: Many states provide a form on their governor’s website for proclamation requests. After completing the form, submit it electronically.
* Email Submission: Some governor’s offices allow you to email the request. Look for the "Contact Us" section of the governor’s website for email instructions.
* Postal Mail Submission: If neither online nor email submissions are available, send your letter to the governor’s office through traditional mail. The official address for the Governor’s Office is usually provided on the state’s website.

1. **Follow Up**

If you do not receive a response within a couple of weeks, it’s a good idea to follow up. You can either call the office or send a polite email to check the status of your request. Be sure to reference your original submission and ask if they need any additional information.

1. **Review of the Proclamation**

Once the proclamation is issued, ensure that it is in the correct format and includes all necessary details. Proclamations may be sent electronically by mail, or you may be asked to pick up a physical copy from the Governor’s Office.

1. **Publicize the Proclamation**

After receiving the proclamation, share it with local media, community partners, and your stakeholders. This helps to highlight the Governor’s support for the conservation cause and encourages greater participation in the event.

1. **General Tips for Success:**

* Provide a Clear Purpose: Be specific about the proclamation's purpose and include the relevant dates and themes.
* Submit Early: Plan to submit your request at least 4-6 weeks before the event.
* Provide Supporting Documents: Attach any additional materials, such as flyers or event details, that support your request.
* Polite Follow-Up: If you don’t hear back in a timely manner, follow up politely to ensure your request is being processed.

States with Online Proclamation Request Forms

*Some states may only provide “Letters of Support,” rather than proclamations.*

1. Alabama - Yes
2. Alaska - Yes
3. Arizona - Yes
4. Arkansas - Yes
5. California - Yes
6. Colorado - Yes
7. Connecticut - Yes
8. Delaware - Yes
9. Florida - Yes
10. Georgia - Yes
11. Hawaii - Yes
12. Idaho - Yes
13. Illinois - Yes
14. Indiana - Yes
15. Iowa - Yes
16. Kansas - Yes
17. Kentucky - Yes
18. Louisiana - Yes
19. Maine - Yes
20. Maryland - Yes
21. Massachusetts - Yes
22. Michigan - Yes
23. Minnesota - Yes
24. Mississippi - Yes
25. Missouri - Yes
26. Montana - Yes
27. Nebraska - Yes
28. Nevada - Yes
29. New Hampshire - Yes
30. New Jersey - Yes
31. New Mexico - Yes
32. New York - Yes
33. North Carolina - Yes
34. North Dakota - Yes
35. Ohio - Yes
36. Oklahoma - Yes
37. Oregon - Yes
38. Pennsylvania - Yes
39. Rhode Island - Yes
40. South Carolina - Yes
41. South Dakota - Yes
42. Tennessee - Yes
43. Texas - Yes
44. Utah - Yes
45. Vermont - Yes
46. Virginia - Yes
47. Washington - Yes
48. West Virginia - Yes
49. Wisconsin - Yes
50. Wyoming - Yes

U.S. Territories with Online Proclamation Requests

1. American Samoa - No clear online system, contact office directly.
2. Guam - Yes, online submission available.
3. Northern Mariana Islands - Likely requires direct contact.
4. Puerto Rico - Yes, online submission is available.
5. U.S. Virgin Islands - No clear online system, contact office directly.

States and Territories Without Clear Online Submission: Some states or territories may not have online systems, and in these cases, you will need to contact the Governor’s Office directly or submit a formal request by email or postal mail. This includes:

* Northern Mariana Islands (likely to require direct contact).

1. **Alabama** - https://governor.alabama.gov/
2. **Alaska** - https://gov.alaska.gov/
3. **Arizona** - <https://azgovernor.gov/>
4. **Arkansas** - https://governor.arkansas.gov/
5. **California** - <https://www.gov.ca.gov/>
6. **Colorado** - https://www.colorado.gov/governor
7. **Connecticut** - https://portal.ct.gov/Office-of-the-Governor
8. **Delaware** - https://governor.delaware.gov/
9. **Florida** - <https://www.flgov.com/>
10. **Georgia** - https://gov.georgia.gov/
11. **Hawaii** - https://governor.hawaii.gov/
12. **Idaho** - https://gov.idaho.gov/
13. **Illinois** - https://www.illinois.gov/government/governor.html
14. **Indiana** - https://www.in.gov/gov/
15. **Iowa** - https://governor.iowa.gov/
16. **Kansas** - https://governor.kansas.gov/
17. **Kentucky** - <https://governor.ky.gov/>
18. **Louisiana** - <https://gov.la.gov/>
19. **Maine** - https://www.maine.gov/governor/
20. **Maryland** - https://governor.maryland.gov/
21. **Massachusetts** - https://www.mass.gov/orgs/governors-office
22. **Michigan** - https://www.michigan.gov/governor
23. **Minnesota** - https://mn.gov/governor/
24. **Mississippi** - <https://www.governor.ms.gov/>
25. **Missouri** - <https://governor.mo.gov/>
26. **Montana** - <https://governor.mt.gov/>
27. **Nebraska** - https://governor.nebraska.gov/
28. **Nevada** - https://gov.nv.gov/
29. **New Hampshire** - https://www.governor.nh.gov/
30. **New Jersey** - https://www.nj.gov/governor/
31. **New Mexico** - https://www.governor.state.nm.us/
32. **New York** - https://www.governor.ny.gov/
33. **North Carolina** - <https://www.governor.nc.gov/>
34. **North Dakota** - https://www.governor.nd.gov/
35. **Ohio** - https://www.governor.ohio.gov/
36. **Oklahoma** - https://www.oklahoma.gov/governor.html
37. **Oregon** - https://www.oregon.gov/gov/
38. **Pennsylvania** - <https://www.governor.pa.gov/>
39. **Rhode Island** - https://www.governor.ri.gov/
40. **South Carolina** - <https://governor.sc.gov/>
41. **South Dakota** - https://sd.gov/governor/
42. **Tennessee** - https://www.tn.gov/governor.html
43. **Texas** - https://gov.texas.gov/
44. **Utah** - https://www.utah.gov/governor/
45. **Vermont** - https://governor.vermont.gov/
46. **Virginia** - https://www.governor.virginia.gov/
47. **Washington** - https://www.governor.wa.gov/
48. **West Virginia** - https://gov.wv.gov/
49. **Wisconsin** - https://www.wisconsin.gov/governor/
50. **Wyoming** - https://www.wyo.gov/governor/

**U.S. Territories:**

1. **American Samoa** - https://www.americansamoa.gov/
2. **Guam** - <https://www.guam.gov/>
3. **Northern Mariana Islands** - <https://governor.gov.mp/>
4. **Puerto Rico** - https://www.pueblo.gobierno.pr/
5. **U.S. Virgin Islands** - <https://www.gov.vi/>