*(You may use the following sample letter and sample proclamation for your local government officials. You can modify as needed with information about your individual Pilot Club, Anchor Club, or Compass Club)*

**Letter Requesting Official Proclamation of**

**2022 International Care and Kindness Week**

**[Date**]

**[City Official]**

**[Address]**

Dear **[name/title]**

On behalf of Pilot International and the Pilot **(Compass or Anchor)** Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am writing to request your support in proclaiming the second week of November (November 6 – 12, 2021), as “International Care and Kindness Week.”

Pilot International is made up of a diverse group of people who care for their communities and want to make the world a better place. **Pilot International’s mission** is to influence positive change in communities throughout the world.  To do this, we come together in friendship and service, focusing on encouraging brain safety and health and supporting those who care for others.

One way Pilots accomplish this is through caring for families in times of need. The International Week of Care and Kindness is dedicated to:

* Celebrating family caregivers at Pilot events around the world
* Encouraging families and friends to turn off cell phones and TVs at mealtime
* Cheering teachers and mentors on through notes from parents and drawings from children thanking them for their care and kindness
* And other creative ways for expressing care and appreciation, either individually or with a group.

Please join us in this celebration with Pilot and Anchor Clubs around the world. Our organizations’ hope is to **Do More, Care More, and Be More**. We ask you to join us in our efforts to give more to family caregivers and promote care and kindness in this community.

If you have additional questions, please contact me at **(phone)** or through email at **(email address)**.

Sincerely,

**Sample Proclamation**

City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State

Proclamation

WHEREAS, Pilot International was founded in Macon, GA in 1921.

WHEREAS,This volunteer, nonprofit, community service organization seeks “…to promote programs and activities that influence positive change in communities throughout the world… through education, volunteerism, financial support, and research.”

WHEREAS, Pilots strive to “Do More, Care More, and Be More” and

 to serve communities by reaching out to those in need.

WHEREAS, Pilot International is made up of a diverse group of people who celebrate

family caregivers, encourage families and friends to spend time together without cell phones, and support teachers and mentors through notes and drawings from children thanking them for their care and kindness.

WHEREAS, Pilot International has been true to its mission to serve communities

 throughout the world for 99 years and has served [**CITY, STATE**

since **[Pilot or Anchor Club’s charter date/year].**

THEREFORE, I, **FIRST AND LAST NAME, [Mayor, Councilman, Governor] of the [City or STATE] of XXXX,** do hereby proclaim the week of November 7-13, 2022.

**International Care and Kindness Week**

in [**CITY, STATE]** and encourage those who wish to serve their community to seek opportunities to join Pilot International in friendship and service.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City

of **[XXX, State]** to be affixed on this day of [**Month DAY, 2022]**.

**[Mayor, Councilman, Governor] XXX**