



Local and state governments are often willing to issue proclamations upon request. Contact the office of your mayor, county supervisor, or governor. Use the following wording and customize with your local information.

2013 PROCLAMATION

WHEREAS, Administrative professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations, and

WHEREAS, The work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and

WHEREAS, Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals, and

WHEREAS, Administrative Professionals Week 2013 is focused on “Honoring the office professionals who make offices work,” and reflects the integral and central role that office professionals play in modern business, and

NOW THEREFORE I (Name/title) hereby proclaim the week of April 21-27, 2013 as Administrative Professionals Week, and Wednesday April 24 as Administrative Professionals Day, saluting the valuable contributions of administrative professionals in the workplace. And I call on all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today’s business world.

IAAP, headquartered in Kansas City, Mo., is the world’s leading association for administrative professionals, with about 500 chapters and approximately 20,000 members worldwide. IAAP sponsors Administrative Professionals Week®, held the last full week in April and Administrative Professionals Day® on Wednesday of APW. Further information about IAAP is available at www.iaap-hq.org.