

COLLIER COUNTY PROCLAMATIONS POLICY

(Adopted by the Board of County Commissioners – December 2009)

The Board of County Commissioners enjoys acknowledging those who contribute to and enhance the quality of life in Collier County. As such, the Board invites citizens to nominate exceptional members of the community who deserve special recognition through the issuance of a proclamation.

A proclamation is an official decree given by the Board of County Commissioners to formally recognize individuals, organizations, special events, achievements, or causes, and typically designates a day, week, month, or year in recognition of a particular person, cause, organization, or event. Proclamations will be presented by the Board during its regularly scheduled public meetings to the person or group being recognized.

Proclamations are ceremonial documents signed by the Chair and issued for:

- public awareness campaigns;
- public service;
- acts of heroism;
- charitable fundraising campaigns;
- arts and culture celebrations; and,
- special honors (on the recommendation of the County Commissioners).

Proclamations will not be issued for:

- matters of political controversy, ideological or religious beliefs, or individual conviction;
- events or organizations with no direct relationship to Collier County;
- campaigns or events contrary to County policies;
- non-US National, Independence or Republic Days;
- commercial purposes, such as the opening of a new business, a new service, a new product, a new professional service, or business anniversaries that are less than 25 years; or,
- birthdays, weddings, or family reunions.

Other:

- The proclamation must be sponsored by at least one Commissioner.
- An organization may request only one proclamation annually.
- At the discretion of the Chair, a congratulatory letter may be offered as an alternative where the proclamation criteria are not met.
- An organization does not have exclusive rights to the day, week, or month of their proclamation.
- Proclamations are not read out in full unless so designated by the Chair.
- There is no charge or fee associated with the issuance of a proclamation.
- One copy of the proclamation will be issued to the requesting organization.

Proclamation requests must be submitted in writing to the Board of County Commissioners' Office a **minimum of 13 days before** the meeting date requested, and include a **standard form application** prepared by the Board of County Commissioners' Office available on the County Commissioner page of the County's website. A proposal of the **draft proclamation** must be included as part of the application. A **proclamation template** is also available on the same webpage for convenience.

Proclamations are issued at the discretion of the County, which reserves the right to modify or deny any proclamation request.