

## GUIDELINES FOR PROCLAMATIONS

The Board of County Commissioners (the Board) 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 written 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 Board Chairman and issued for:

- public awareness campaigns
- public service
- acts of heroism
- charitable fundraising campaigns
- arts and cultural celebrations
- 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 Collier 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, or a new professional service. This also includes business anniversaries that are less than 25 years.
- birthdays, weddings, or family reunions

Other:

- An organization may request only one proclamation annually.
- At the discretion of the Board Chairman, 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 Board Chairman.
- 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 to the Board of County Commissioners a minimum of 13 days before the meeting by completing a standard form *Request for Proclamation*. A proposed *draft proclamation* must be included as part of the application. Both forms can be found on the Collier County Government web site at [CollierCountyfl.gov/BCC](http://CollierCountyfl.gov/BCC).

PROCLAMATIONS ARE ISSUED AT THE DISCRETION OF THE COUNTY, WHICH RESERVES THE RIGHT TO MODIFY OR DENY ANY PROCLAMATION REQUEST.