



## PROCLAMATION/RECOGNITION GUIDELINES AND REQUEST FORM

Proclamations and recognitions issued by the Board of County Commissioners Office (Board) ideally provide an opportunity for the Board to recognize and celebrate the extraordinary achievements of Kitsap citizens and non-profit organizations, honor occasions of importance and significance to Kitsap citizens, and increase public awareness of issues to improve the well-being of the people of this county.

### Proclamation/Recognition Guidelines:

1. Submit requests on the Proclamation Request Form at least **thirty (30) days prior to the due date for the proclamation, fourteen (14) days for recognition.**
2. Include the name, address and phone number of person making the request as well as to whom and where the document should be addressed and mailed (if different from the requestor).
3. Include draft language and background information about the person, event, or organization that could be used to prepare the Proclamation/Recognition.
4. Only one Proclamation/Recognition can be issued per year per organization.
5. Each renewal request will be reviewed on a case-by-case basis.
6. We are unable to accommodate Proclamations/Recognitions for out-of-county events or for-profit causes.
7. National or international groups requesting Proclamations must have an in-county sponsor.
8. The Board asks that the requestor be present at the meeting at which the Proclamation/Recognition is considered for passage.
9. Include which County department endorses your proclamation request and/or a Commissioner.

Submission of a Proclamation request **does not** guarantee issuance. Due to the volume of submissions received, we cannot grant every request. However, we want to recognize and honor your organization's outstanding contributions, commitment and excellence to our community.

### Greetings/Other Recognition:

Greetings from the Board or other forms of recognition can be issued when a Proclamation request does not meet the above guidelines. Greetings and/or other recognitions shall be used to honor special events or individuals within Kitsap County. These may include conventions, community celebrations, award ceremonies, college graduations, etc. The Board strongly encourages personal achievements and wishes to showcase significant milestones in the lives of Kitsap residents. We ask that recognitions be submitted **fourteen (14) business days prior to the due date**, and they be issued to Kitsap residents.

For questions, please contact Dana Daniels, Clerk of the Board, at 360.337.7080.

## PROCLAMATION/RECOGNITION REQUEST FORM

Please fill out this form, include draft language and email it to [ddaniels@kitsap.gov](mailto:ddaniels@kitsap.gov). You may also fax this form and other information to us at 360.337.4632.

1. Date of Proclamation: \_\_\_\_\_ *(submit no less than 30 days for Proclamations and 14 days for Recognitions)*
2. Name of requestor and organization: \_\_\_\_\_
3. Requestor's complete address, phone number and email: \_\_\_\_\_  
\_\_\_\_\_
4. Mailing address for Proclamation, if different from above: \_\_\_\_\_  
\_\_\_\_\_
5. Proclaiming a Day, Week or Month? (circle one)
6. Reissue Request from Previous Year(s)? Yes / No (circle one) Date(s): \_\_\_\_\_
7. Draft language included? Yes / No (circle one) If not included, date available? \_\_\_\_\_
8. Brief description of your group, organization or cause: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Brief description of purpose(s) you would like Proclamation to serve, or message you would like to convey: \_\_\_\_\_  
\_\_\_\_\_
10. Will you be submitting the Proclamation to any publication(s)? Yes / No (circle one)
11. Name of publication(s): \_\_\_\_\_
12. Briefly describe display/distribution plans for the Proclamation: \_\_\_\_\_  
\_\_\_\_\_
13. Is this a Commissioner sponsored event? \_\_\_\_\_
14. Which County department endorses your proclamation request? \_\_\_\_\_

Please have a designated representative from your organization attend the Board of County Commissioners meeting where the Proclamation/Recognition is being considered for adoption. Thank you!