### STANDARD PROCEDURES FOR CEREMONIAL DOCUMENTS

**Resolutions & Proclamations** 

Commendations, Letters of Welcome, Letters of Congratulations or Celebration, Certificates

Authority: City Council Action of April 19, 2006.

Scope and Applicability: This policy and the procedures outlined apply to all ceremonial

documents, certificates of appreciation and other forms of

recognition issued by the City of Roseville.

Policy Statement: This policy and the procedures outlined are intended to establish

guidelines for the issuance of formal recognition in support of a particular event, program or cause, or recognition of a particular

individual or group.

Administration: The City Manager's Office and the City Clerk Department maintain

responsibility for the administration of this policy.

Review: This policy will be reviewed on or before April 19, 2011.

# **Requests for Recognition:**

The City of Roseville will consider a request for a proclamation, resolution, letter or certificate of appreciation from any group or individual, as long as the request has some type of local appeal and promotes activities taking place in the City of Roseville. All requests are subject to approval by and prepared on behalf of the Mayor or the Mayor's designee. The general criteria for the issuance of these types of recognition are:

- 1. Issues with widespread community interest or concern, with a primary emphasis on requests in support of the City Council goals and objectives
- 2. Recognition of a significant local group, business, civic organization or individual outstanding accomplishments
- 3. Appreciation for donations, cultural contributions or volunteer efforts
- 4. Acknowledgment of significant events or celebrations

## **Ceremonial Documents:**

#### 1. Letters

Letters of Welcome may be issued for the following:

- Conferences, conventions or seminars
- Sporting events
- New residents
- Dignitaries
- Prominent individuals

*Letters of Congratulations or Celebration* may be issued to individuals or organizations within the City for the following:

- Professional or community celebrations
- Special events sponsored by community partners
- Significant birthdays or marriage anniversaries

Letters of Appreciation may be issued to individuals or organizations for the following:

- Monetary donations
- In-kind contributions
- Cultural contributions
- Volunteer efforts

Information required: Requestors should indicate the title or nature of the event, the specific date, a brief history of the organization or a biographical outline of the person, and any other pertinent information including an address for the letter.

#### 2. Proclamations

*Proclamations* may be issued for the following:

- Civic celebrations
- Organizations contributing to the economic development of the City
- Issues with widespread community interest with a primary emphasis on requests in support of Council's goals
- Significant community based events
- Significant anniversaries of City of Roseville based institutions, corporations, community partners, and non-profit organizations
- Fundraisers benefiting the citizens of Roseville

Information required: A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times.

#### 3. Resolutions

Resolutions of Appreciation may be issued for the following:

- Monetary donations
- In-Kind contributions
- Cultural contributions
- Volunteer efforts

Resolutions of Commendation may be issued for the following:

- Heroism
- Eagle Scout achievement
- School or sports groups achievements
- Non-profit corporations
- Retirements for city employees
- Individuals or groups who have made significant contributions to the community
- Long term employees (ten years or more) separating service who have made significant contributions during their employment with the City of Roseville

Information required: A summary of the achievement or an overview of the years of service or specific contribution to the community. For donations, contribution or volunteer efforts, the name of the specific event or project, amount raised or donated, hours of volunteer hours, including names of individuals or groups participating in the event.

#### **Receiving Requests:**

To start the ceremonial document process an individual or organization must first submit a written request. Written requests should be sent to the attention of the Mayor on the standard application. Requests received will be administered by the City Manager's Office and the City Clerk Department and approved by the Mayor.

# All requests must be received thirty (30) business days prior to the event to the following address:

City of Roseville Attn: Mayor/Ceremonial Documents c/o City Clerk Department 311 Vernon Street Roseville, CA 95678

All requests will go through an internal review and approval process. The Mayor and the City Manager's Office reserves the right to determine the type of document to be issued based on the information provided by the requesting individual and/or organization.

All requests must include the name and daytime phone number of the contact person.

Submitting a draft of the document desired will expedite the process considerably.

Please specify whether the document should be mailed, held for pick-up, or presented at a special event. Documents will be presented at special events pending the availability of the Mayor or his or her designee or other city officials to honor such requests. Presentation at a specific City Council meeting must be approved by the City Manager.

Only one certificate will be issued per event.

<u>Other Types of Presentations</u>: The city will also on occasion, issue other types of formal recognition, including plaques at special events as determined by the issuing official. The City Manager's Office will be responsible for the coordination of these events.



#### REQUEST FOR CEREMONIAL DOCUMENT

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process
- Submitting a draft and/or background for the document requested will expedite the process
- Email, fax or mail the requested AT LEAST THIRTY(30) DAYS PRIOR TO THE EVENT to:

City of Roseville Attn: Mayor/Ceremonial Documents c/o City Clerk Department 311 Vernon Street Roseville, CA 95678

<u>cityclerk@roseville.ca.us</u> Fax Number: 916-786-9175

Note: After faxing, call 916-774-5263 to confirm receipt

- There should be only one contact person per request.
- Documents will remain available for pick-up with the City Clerk for thirty (30) days after the due date. After thirty (30) days the document will be destroyed.

# PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE Contact Person\_ Telephone Number\_\_\_\_\_ Email Address Person/Organization Recognized Event/Occasion\_\_ Does the person reside or is the organization located in Roseville? Will the event or occasion be held in Roseville?\_\_\_ Today's Date Date of Event/Occasion Highlights of Person/Organization Recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet if you need additional space) Please select one of the options listed below: When my ceremonial documents is completed, please mail it to the following: OR When my ceremonial document is Completed, please call for pick-up: Address: Name:\_\_\_\_ Telephone #:\_\_\_\_\_