



City of Pico Rivera Request for Proclamations or Certificates

PROCEDURE

All proclamation or certificate requests must be submitted in writing either via hand delivery or via email to the Office of the City Clerk using the attached form at least 30 days prior to a regular city council meeting date or the event to be recognized. Submission of a proclamation request or certificate request does not guarantee issuance. Presentation date at a City Council meeting is contingent on available time and space on City Council agendas. The City Manager reserves the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation or certificate must accompany the request with:

- Contact person's first and last name, address, telephone number, and e-mail address.
- A brief summary or background of the event or organization.
- For a proclamation to an individual, a bio on the person (when and where they were born, how long have they been a City resident, the purpose of the recognition they are receiving, a description of the organization in which this individual belongs to if applicable, how long the individual has been active with this organization and or community, etc.)
- For a proclamation to an organization, a history of the organization, a summary of the recognition the organization is receiving.
- For a certificate to an individual or organization, name of individual or organization, and a brief summary of the recognition being received.
- The name and date(s) of the day, week, month, or event to be proclaimed.
- Date of event for proclamation and date proclamation is to be ready for pick up if not presented at a City Council Meeting.

Distribution:

Proclamations or certificates shall be distributed in one of the following ways:

- Presented at a City Council meeting.*
- Presented at the event (depending on availability and type of event).
- Sent via U.S. Mail to the recipient.
- Picked up at City Hall at the Office of the City Clerk.

*Proclamations or certificates presented at a City Council meeting may be limited due to time, and will be scheduled on a first request basis.