

CITY OF ORANGE CITY, FLORIDA

PROCLAMATION PROCEDURES

Purpose

These ceremonial declarations are issued for the following reasons:

1. Recognition of action or service above and beyond the call of duty;
2. Recognition of extraordinary achievement;
3. Supporting actions that improve the quality of life of the Orange City community; or
4. To raise public awareness of issues that directly affects the Orange City community.

Request Process

An application form (see attached) for a Proclamation or Certificate of Achievement should be submitted to the City Clerk's Office at least fifteen (15) business days prior to the event, along with a sample proclamation. Individuals/organizations are encouraged to file their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the event date.

The City Clerk's Office will initially review all applications and forward to the City Manager for final approval. The City Manager can seek concurrence from the Mayor if there are concerns.

Receipt of Final Document

Individuals/organizations have several options for receiving the finalized document:

1. Proclamation/Certificate can be picked up from the City Clerk's Office/City Hall.
2. Presentation can occur prior to the start of any City Council Meeting/Workshop.
3. Presentation can occur at a regularly scheduled Council Meeting which will require additional information for agenda purposes.
4. Presentation can occur at an event sponsored by the individual/organization subject to availability of the Mayor or a City Council Member.

Coordination will be handled by the City Clerk's Office

Contact Information

Mailing Address:

City Clerk's Office
City of Orange City
229 E. Graves Ave.
Orange City, FL 32763

Telephone: 386-775-5403

Email: cityclerk@orangecityfl.gov

**CITY OF ORANGE CITY PROCLAMATION OR CERTIFICATE OF ACHIEVEMENT
APPLICATION FORM**

Return completed form to the City Clerk's Office, 229 E. Graves Ave. Orange City, Florida 32763

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone and Email: _____

Person/Organization to be Honored: _____

Event Title: _____

Event Date, Time & Location: _____

Mayor/Council's presence requested? Yes/no

Type of Honor Requested: Proclamation _____ Certificate of Achievement _____

Provide detailed reason for request including a list of accomplishments and how the individual/organization benefits the quality of life in the City of Orange City (attach additional sheets if necessary):

The City Manager's Office reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary.

For Official Use Only:

_____ Approved _____ Disapproved