



## Hanford City Council Policy for Ceremonial Document Requests

The Hanford City Council welcomes the opportunity to recognize local individuals and organizations that have distinguished themselves and brought pride to the community. Completed forms for Proclamations, Resolutions of Commendation and Certificates of Recognition that are received by the City Clerk's Office at least two (2) weeks in advance of the presentation will be considered and if deemed in keeping with the City Council's policy, will be issued and a presentation scheduled. Requests received less than two (2) weeks prior to presentation will be considered as time permits but may not be able to be accommodated.

The City of Hanford reserves the right to make the determination about whether a request meets the City's policy for recognition, and to determine the type of document to be issued. Fully completed forms play a key role in making the determination. If enough information is not provided in a timely manner to make a determination and prepare the appropriate document, the request may be declined. Staff will make the initial review, and if it's determined that a completed form being requested within the timeline for a local purpose does not meet the established requirements, and it is a local request. Requests are subject to approval by the Mayor and City Manager for a meeting or forwarding, or City Council if for personal presentation.

Recognition documents may be presented at a mutually agreeable time and place, or at a City Council meeting. Staff will work with the recipients to determine what works best for them, in conjunction with the City Council's schedules to determine when and how the document will be presented.

The following are basic guidelines for recognition:

- **Proclamations** – Generally proclaims certain periods of time (days, weeks, or months) in honor of an event or activity. Proclamations also may recognize individuals for extraordinary contributions they have made to the community. They contain several biographical or informational paragraphs. Examples include Fire Prevention Week, Arbor Day, and American Red Cross Month.
- **Certificates** – Certificates are prepared in response to the type of recognition desired and are to express appreciation for exemplary service or performance to individuals, teams, or organizations.
- **Other Tokens of Appreciation** – These items include various forms of Hanford memorabilia and are distributed at the discretion of individual City Council Members, City Clerk or City Manager. For example, the City Clerk is often contacted for lapel pins and forwards them to the requested parties.

Requests that are generic in nature and/or are not local to Hanford, and requests that are commercial, political, overtly religious or expound a particular point of view are not qualified, or if appropriate, will be modified to meet the requirements. In the case of nationally or state recognized events or activities, recognition may be provided if there is a significant and specific local event or activity that can be the focus of the Council's document.



## Resolution/Proclamation Request

**PLEASE REFER TO THE POLICY FOR CEREMONIAL DOCUMENT REQUEST PRIOR TO SUBMITTING**

Local Person/Local organization to be honored: \_\_\_\_\_

Reason/event: \_\_\_\_\_ Date resolution/proclamation needed: \_\_\_\_\_

Person submitting request: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Please provide appropriate local history on the person/organization to be honored:

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Please provide at least 5-8 significant facts that focus on the local event, organization, or person that may be included in the document. It may not be possible to include every fact, but it is helpful to have as much information as possible.

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What is the single most important fact that you believe should be included?

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Is there a Council Member that you would like to request make this presentation? (Requests will be accommodated as schedules permit.)

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Would you prefer to have this presented at a Council meeting or an event? \_\_\_\_\_

Date of Council Meeting to be presented, if applicable: \_\_\_\_\_

(Council meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)

If at an event, please provide the date, location, time, contact person and contact phone number:

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*Completed requests for proclamations and resolutions need to be submitted at least 2 weeks in advance of the presentation date. Applications can be submitted to the City Clerk's Office, 319 N. Douty St., Hanford, CA 93230, or by email [cityclerk@hanfordca.gov](mailto:cityclerk@hanfordca.gov); or faxed to (559) 585-2595. Questions can be directed to the City Clerk, (559) 585-2515.*