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Revision Date	

## **Town of Dumfries, Virginia Town Council Proclamation/Certificate Policy and Guidelines**

This policy applies to any person, employee, entity, or organization requesting a Town of Dumfries proclamation. The Mayor's Office will issue a proclamation or certificate at its discretion and will have final approval of the contents.

All proclamation/certificate requests must be directed to the Mayor's Office for approval at least 14 business days prior to the proposed date for the proclamation/certificate.

Anyone requesting a proclamation for an annual event must provide new information each year. Proclamations are not automatically renewed and must provide new information. Individuals who request the same proclamation year after year with only date changed will not be issued a new proclamation.

You will be notified whether your request has been approved or denied. The Mayor's Office will make the final decision on whether a proclamation or certificate is issued.

### **Proclamations / Certificates are issued for:**

- Dumfries residents
- Town of Dumfries events
- Community service organizations located in Dumfries
- Achievements associated with schools attended by Town of Dumfries residents.

### **Proclamation / Certificate Criteria**

- Retirement– the person must have been employed with their current employer for 25 years or more.
- Birthday– the person must be at least 80 years of age with increments of 5 years thereafter.
- Wedding, church, or pastoral anniversary– the anniversary must be 25 years or more.
- Annual or other repeat requests – must be made in writing for each occasion in accordance with these guidelines. Proclamations/certificates are not automatically renewed.

### **Other Proclamation / Certificate Criteria**

- Only a Town-recognized event, sponsored in whole or in part by the Town of Dumfries government, may be used as part of an advertisement or commercial promotion.
- Proclamations/Certificates will not be issued for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service. This also includes business anniversaries that are less than 100 years.
- Proclamations are not issued for deceased persons, retirements, birthdays, weddings,

and family reunions other than as is specifically stated in the Proclamation/Certificate Criteria above.

- Proclamations/Certificates will not be issued in matters of a political issue, addressing matters of personal conviction, campaigns, or in matters endorsing any particular religion.
- The Mayor's Office will not issue backdated proclamations/certificates.
- Issuance of a proclamation/certificate by the Town Council via resolution remains within the discretion of Town Council. Any such request must be presented in writing specifically stating "Request for Resolution" at least 30 calendar days prior to the date the resolution is needed and contain the same information required for proclamations/certificates in the Procedure section below.

### **Procedure:**

- Requests for proclamations/certificates should be made in writing to the Mayor's Office at least 14 business days prior to the date of when the proclamation is needed.
- To make a request please send an e-mail with "Request for Proclamation" in the subject line to townclerk@dumfriesva.gov or mail the request to the Mayor's Office, 17755 Main Street, Dumfries, VA 22026.
- Individuals or organizations seeking a proclamation/certificate should include the following information with the request:
  - Contact information: name, telephone number and e-mail address of a person who can answer questions about the proclamation.
  - Phone requests should be followed up with a written request.
  - Name of organization
  - Proposed text for the proclamation, including facts about the subject matter and enough information to make four points.
  - Avoid duplication, and emphasize the most important items or issues;
  - Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed;
  - Date the proclamation/certificate is needed; and
  - Action to be taken when the proclamation/certificate is ready for pickup (person to be notified whether by telephone or email when the proclamation is ready).
  - Presentations at Council meetings will be fulfilled at the discretion of the Mayor's Office.

### **Following Receipt of the Proclamation / Certificate Request:**

- The Mayor's Office will contact the person requesting the proclamation/certificate to notify them of the status of the request.
- The original proclamation/certificate will be issued to the individual or organization (including individual recipients) at no cost.
- All proclamations/certificates must be picked up at the Mayor's Office unless prior arrangements are made.
- Any draft language submitted is subject to editing or revisions.
- All requests for the mayor's attendance at special events must be directed to his office at 703-221-3400. All requests are subject to his availability.

**PROCLAMATIONS / CERTIFICATE REQUEST FORM CONTACT PERSON INFORMATION**

\*Name of Contact Person \_\_\_\_\_

\*Street Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_

\*Phone# \_\_\_\_\_ \*Additional Phone# \_\_\_\_\_

\*Email Address \_\_\_\_\_

**PROCLAMATION / CERTIFICATE INFORMATION**

\*Name of Individual, Group or Organization \_\_\_\_\_

\*Name or Title of Event \_\_\_\_\_

\*Date of Event \_\_\_\_\_ \*Pickup Request Date \_\_\_\_\_

***Please refer to the Proclamation / Certificate Policy regarding criteria, content guidelines and submittal instructions.***

\*Information to be listed on Proclamation / Certificate \_\_\_\_\_

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\*Additional Comments \_\_\_\_\_

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