

Request for a Mayor Letter or Proclamation

Proclamations are signed by the mayor and issued for:

- Extraordinary achievements by city residents, community leaders, or businesses
- Causes that raise public awareness
- Charitable fundraising campaigns
- Special honors on the recommendation of the Mayor or Chief of Staff

Proclamations are not issued for the following:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Funerals, Memorials, or deceased individuals
- Campaigns or events that the city finds demeaning or disrespectful
- Promotion of profit-making ventures, products, or entities.

Things to know:

- The mayor holds the right to modify or deny any proclamation request.
- It will take a minimum of 15 days to process a proclamation request
- You will be notified via email when your request is approved or denied
- You may be contacted in order to obtain additional information
- You will receive a draft to preview for approval
- You will be notified via phone and email when the proclamation is ready for pick up
- Proclamations can be picked up at the City Building at 1 N. Plum St. Germantown, OH 45327
- If the proclamation is to be presented in person, the Mayor or representee will deliver at the event . (If agreed upon before by Mayor.)
- Proclamations are ceremonial and do not carry any legislative or legal value.
- More than one cause can be proclaimed simultaneously. An organization/person does not have exclusive rights to the day, week, or month of the requested proclamation.
- Each renewal request will be reviewed on a case-by-case basis
- The Mayor's issuance of a proclamation does not constitute an endorsement
- The Mayor and City Clerk have the authority to modify the proposed text .
- Due to the volume of submissions received, every request may not be granted.

Internal requests should:

- Be for a retired employee with 20 or more years of commendable service
- Be requested by the employee's supervisor and/or Department Head and endorsed by the respective Appointed Official.

- Be submitted on the official request form with wording to include at least four “Whereas” clauses at least 15 days prior to the due date.

Criteria for proclamation –

- Requests must be made at least 15 days in advance of the event.
- Proclamations are limited to groups and organizations
- Group or event must have direct relation to the City of Germantown.
- Only one proclamation per calendar year per group or organization.
- Birthday recognitions are provided for 90+ years.

Proclamation request must include:

- -Name of the group or organization -Contact information (first and last name, address, and telephone number, email) of the individual making the request for the group or organization.
- - A brief summary of event or description of the organization
- - Date of the event
- -Date when the proclamation is needed for pick-up
- - Draft text for the proclamation
- - The “Title “ or “ Name” for the proclamation.

Please submit your written request 15 days prior to the event in writing with all criteria met, to email Etownsend@germantown.oh.us.

The only exception to this rule is for condolence requests, which should be made as soon as possible after a persons passing.