

# City Proclamation Guidelines

*A proclamation does not constitute an endorsement by the Columbia Heights City Council*

## **Proclamations are ceremonial documents signed by the Mayor and issued for:**

- Public awareness
- Charitable fundraising campaigns
- Social, cultural, or historical celebrations with significance to the City of Columbia Heights
- Special honors (on the recommendation of the Mayor)

## **Proclamations will not be issued for:**

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Columbia Heights
- Campaigns or events contrary to City policies

## **Other:**

- The Mayor's Office reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.
- Only a city-recognized event, sponsored in whole or in part by the City of Columbia Heights government, may be used as part of an advertisement or commercial promotion.

## **Who can make a proclamation request?**

- Request must be made by a City of Columbia Heights resident or organization that is located in the City of Columbia Heights.

## **How should a proclamation request be made?**

- All requests must be made in writing. Request can be mailed, hand-delivered or emailed. If mailed, please call to verify receipt by our office.
- Requests should be made at least 15 business days in advance of the date the document is needed.

## **What must the request include?**

- Contact person's first and last name, address, email, and telephone number.
- A brief summary and/or background of the event or organization.
- A brief explanation of why you believe this proclamation is important.
- The name and date (s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses.
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- A date when the proclamation is needed.
- Place 'Proclamation Request' in the subject line of your email or letter

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**All questions may be directed to the Columbia Heights City Clerk at 763.706.3611. Direct requests may be directed via email to [ntingley@columbiaheightsmn.gov](mailto:ntingley@columbiaheightsmn.gov), or in writing to:**

Nicole Tingley  
City Clerk  
Columbia Heights City Hall  
590 – 40<sup>th</sup> Avenue NE  
Columbia Heights, MN 55421