


BLAIR COUNTY PROCLAMATION POLICY 	Policy Approval By:																		
	<table border="1"> <thead> <tr> <th><u>Commissioners</u></th> <th><u>Initial</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>Bruce R. Erb</td> <td>BRE</td> <td>9/1/22</td> </tr> <tr> <td>Laura O. Burke</td> <td>LOB</td> <td>9/1/22</td> </tr> <tr> <td>Amy E. Webster</td> <td>AEW</td> <td>9/1/22</td> </tr> <tr> <td>Chief Clerk</td> <td></td> <td></td> </tr> <tr> <td>Nicole Hemminger</td> <td>NH</td> <td>9/1/22</td> </tr> </tbody> </table>	<u>Commissioners</u>	<u>Initial</u>	<u>Date</u>	Bruce R. Erb	BRE	9/1/22	Laura O. Burke	LOB	9/1/22	Amy E. Webster	AEW	9/1/22	Chief Clerk			Nicole Hemminger	NH	9/1/22
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BLAIR COUNTY BOARD OF COMMISSIONERS PROCLAMATION POLICY

The Blair County Board of Commissioners welcomes the opportunity to increase public awareness of noteworthy causes, events, milestones, or achievements related directly to the business of the county by issuing Proclamations. The Board also sets forth a manner of recognition and congratulations for other accomplishments of citizens, businesses, and entities within the county, which are not county agencies by issuing ceremonial letters of congratulations or recognition.

Proclamation may be issued for the following:

- National acknowledgements, events, or occasions may be observed if there is a local organization or governmental entity that is acting as a local partner or representative
- Formal recognition in support of a particular event, program or cause associated with services or departments of the Blair County government
- Honoring or recognition of important and significant occasions in Blair County history
- Public awareness of issues and actions of Blair County government departments that will help to improve the health, safety, and welfare of the residents of Blair County

Proclamation Request Guidelines:

- 1) Proclamations may represent a day, week or month.
- 2) Please include the occasion for which you are requesting the proclamation or letter (including location and date of an event) and specific details about what makes your event, organization, etc. special or worthy of recognition as a Blair County event.
- 3) An organization will not have the exclusive rights to the day(s), or month of its proclamation and proclamations issued in previous years will not be automatically reissued.
- 4) Please submit requests at least three weeks in advance of the due date to accommodate the internal review process.
- 5) Requests can be submitted to commissionerstaff@blairco.org with the subject line: Proclamation Request. Be sure to include your contact information and all relevant information.
- 6) Proclamations may be considered for public reading at a Board of Commissioners' Meeting.

Ceremonial letters of congratulations or recognition may be issued for the following:

- The recognition and celebration of extraordinary achievements of individual citizens, businesses, groups, or entities located within and directly impacting Blair County

Ceremonial Letter Request Guidelines:

- 1) If the letter is honoring an individual or a group of individuals, please provide multiple pieces of information that relate to the honor and illuminate why the recipient(s) was(were) chosen.
- 2) If the letter is honoring a business or entity, please provide the relevant history of the organization and the names of the persons involved in the business or entity, the specific event or milestone for which you are requesting recognition or congratulations, and the contribution of the business or entity to Blair County.
- 3) Please submit requests at least three weeks in advance of the due date to accommodate the internal review process.
- 4) Requests can be submitted to commissionerstaff@blairco.org with the subject line: Ceremonial Letter. Be sure to include your contact information and all relevant information.
- 5) Ceremonial Letters will not be read aloud at a Board of Commissioners' Meeting, but will be delivered to the awardee.

The Blair County Board of Commissioners reserve the right to edit proclamation content and to reject proclamation requests that fall outside these guidelines. Please contact the Commissioners Office at 814-693-3030 for additional details.