



REQUEST FOR TOWN OF DANVILLE PROCLAMATION

Proclamation requests may be considered in connection with individuals and/or organizations who are Town residents, locally based, or are in some way associated with the Town or Town-related events.

General Criteria for consideration of a Town Proclamation:

Requests must:

- 1. Fall into the broad category of "promoting the public good," as part of the mission of local government.*
- 2. Be consistent with Danville's role as a local government agency responsible to the citizens of the Town; and represent a purpose upon which Town Council action is appropriate or necessary.*
- 3. Not be political in nature; or generate demands to provide "equal time" to interests or organizations whose views may be contrary to the organization making the request.*
- 4. Not be inconsistent with previous policy or past actions taken by the Town Council.*

If the request meets these criteria, please:

- a. **Provide a draft resolution in substantially the form to be presented for Town Council action** (i.e. a sample or draft as prepared by your organization); **or***
- b. Complete the balance of this form in order to provide all information necessary to prepare the proclamation.*

Town Council meetings are held on the 1st and 3rd Tuesday of each month, with the exception of January and August when the Town Council meets once per month. Please check the Town's website for Town Council dates and times (www.danville.ca.gov).

*Please allow **a minimum of three weeks** time between submitting a request and placement of a proclamation upon a Town Council agenda. If you are requesting placement of your proclamation on a specified Town Council meeting date, you must provide all of the necessary information **a minimum of three weeks prior** to the date of that meeting. This also applies to requests asking the Town to place the proclamation in the mail.*

All requests will be processed and agendized based upon the availability of Town Council meeting time or agenda space.

All requests must be approved by the Town Manager; you will be contacted and notified once your request has been approved and scheduled for agenda placement.

General Information:

1. Name of Person or Organization: _____

2. Contact Information (*website address and phone number*):

3. Purpose for Request (*Example: American Red Cross Month*): _____

_____ ; or

Achievement to be recognized (*Milestone Birthday, Significant Achievement*)

(If significant achievement, birthday, etc., provide specific details and background information and history – can attach info if necessary).

4. Name and Title of Recipient receiving proclamation: _____

If request is for Sports/School Recognition, please provide:

5. Name of School or Sports Team: _____

6. Accomplishment to be recognized: (*Example: National Speech and Debate Award Winners; Danville All Star Little League, Northern California State Champions*):

7. Season Record and/or Statistics: _____

8. Names of players and coaches (*Attach list if necessary*):

Other:

9. Specific Town Council meeting date requested: _____

10. If not to be received at a Town Council meeting, please provide an address to which the proclamation is to be mailed:

Date Submitted: _____

Please e-mail completed form to dfriedmann@danville.ca.gov