



**CITY OF GREEN COVE SPRINGS
CEREMONIAL GUIDELINES FOR
PROCLAMATIONS, LETTERS OF HONOR,
AND KEYS TO THE CITY**

General Information

Proclamations are official announcements and/or public declarations issued by the Mayor. They are ceremonial in nature and do not have any legislative value.

Letters of Honor are ceremonial documents that recognize an individual's service or extraordinary achievement. They do not have any legislative value.

Keys to the City are an honor bestowed by the City upon distinguished persons and honored guests of the City of Green Cove Springs. It symbolizes outstanding civic contributions of the recipients.

Purpose

These ceremonial declarations are issued for the following reasons:

1. Recognition of action or service above and beyond the call of duty;
2. Recognition of extraordinary achievement;
3. Supporting actions that improve the quality of life of the Green Cove Springs community;
or
4. Raise public awareness of issues that directly affect the Green Cove Springs community.

Format

Proclamation

Proclamations are usually presented to the recipient at a regular City Council meeting. They are prepared on 8 ½ x 11 paper and always includes the following:

- *Whereas* clauses providing information that basically describe the five W's (who, what, when, where and why);
- A *Now, Therefore Be it Resolved* clause proclaiming a specific event;
- An execution date representing the date the Mayor signed the document and/or the date of the event;
- Signature of the Mayor and City Clerk;
- City Seal; and
- Be enclosed in a certificate holder.

Letters of Honor

Prepared on the Mayor's letterhead, Letters of Honor include information supplied by the requester containing the five W's (who, what, when, where and why) and will be signed by the Mayor. Letters will be mailed to the recipient.

Keys to the City

The Key to the City is the City's most prestigious award and will only be used to recognize exceptional achievement or to bestow honor upon distinguished persons and honored guests of the City of Green Cove Springs. Keys to the City are usually presented by the Mayor or member of the City Council.

Request Process

All application forms (see attached) must be returned to the City Clerk's Office for processing. Applications for a Proclamation or Letter of Honor must be submitted at least 15 business days prior to the event. Applications for a Key to the City must be submitted at least 30 days prior to the event. Individuals/organizations are encouraged to file their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the event date.

The City Clerk's Office will initially review all applications and forward to the Mayor for final approval.

Receipt of Final Document

Individuals/organizations have several options for receiving the finalized document:

1. Presentation can occur at an event sponsored by the individual/organization subject to availability of the Mayor or a City Council Member.
2. Presentation can occur at a regularly scheduled City Council meeting which will require additional information for agenda purposes.
3. Presentation can be mailed or picked up from the City Clerk's Office.

Media Coverage

The individual/organization requesting a Proclamation or Letter of Honor will arrange for any and all media coverage. Pictures taken by City Staff upon presentation at the City Council meetings will be uploaded to the City website and Facebook page.

Contact Information

Erin West, CMC, City Clerk
City of Green Cove Springs
321 Walnut Street
Green Cove Springs, FL 32043

Telephone: (904)297-7047
Fax: (904)284-8118
Email: ewest@greencovesprings.com



**CITY OF GREEN COVE SPRINGS
PROCLAMATION, LETTER OF HONOR,
AND KEY TO THE CITY
APPLICATION FORM**

Return completed form to the City Clerk's Office
City of Green Cove Springs, 321 Walnut Street, Green Cove Springs, FL 32043

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone and Email: _____

Person/Organization to be Honored: _____

Event Title: _____

Event Date, Time & Location: _____

Type of Honor Requested:

Proclamation _____ Letter of Honor _____ Key to the City _____

Provide a detailed reason for the request including a list of accomplishments and how the individual/organization benefits the quality of life in the City of Green Cove Springs. For Proclamations, provide a sample Proclamation or text for the "WHEREAS" clauses (attach additional sheets, if necessary):

The Offices of the Mayor and City Clerk reserve the right to use submitted facts as deemed appropriate and may request additional information when necessary.