

## POLICY # 25-02

# POLICY FOR PROCLAMATIONS

*Kendall Township Board* is honored to issue proclamations that recognize exceptional achievement or actions within the Kendall Township community.

Proclamations **can** be issued for:

- Township-sponsored events
- National or international groups hosting events within Kendall Township
- National days or months of celebration/honor that tie directly to an organization whose membership has a presence in Kendall Township
- Major milestones for local business, faith-based organizations, or local non-profit organizations (E.g., 20<sup>th</sup> anniversary)
- Individuals recognized for outstanding contributions toward the betterment of Kendall Township

Proclamations **will not** be issued for:

- Ideological or religious beliefs, individual conviction, or political and legislative issues which may suggest an official Township position or endorsement
- Events or organizations with no direct relationship to Kendall Township
- Campaigns or events contrary to Township policies

No more than two proclamations may be presented per Kendall Township board meetings.

An organization may only receive one proclamation per calendar year.

Proclamations may be presented at a Kendall Township board meeting or picked up at the Kendall Township Hall.

All proclamations will be limited to one 8.5" x 11" (200 words).

### ***What to submit***

- Name of organization or individual being honored and reason for proclamation
- Contact information including name, email, phone number and address
- Whether the request is for presentation at a Kendall Township board meeting or will be picked up at Kendall Township Hall
- Kendall Township board meeting date requested or when the proclamation is needed
- 4-5 sentences about the subject of the proclamation

## ***What to expect***

- Request should be submitted at least 21 days in advance
- Applications will be reviewed by ***Kendall Township Supervisor***
- For proclamations being picked up at Kendall Township Hall, a confirmation email will be sent when the proclamation is ready for pick up
- For proclamations being presented at a Kendall Township Board meeting, a confirmation email will be sent advising of the day and time of the Kendall Township board meeting

All submissions will be reviewed and edited as necessary. ***Kendall Township Board*** reserves the right to decline any request for a proclamation, as well as the right to make exceptions to the guideline procedures.