



PROCLAMATION AND KEY TO THE CITY POLICY AND PROCEDURE

PROCLAMATIONS

Proclamations are ceremonial documents issued by the Mayor with the consent of the City Council that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of West Richland; residents of Benton County, certain organizations, occasions of importance and significance; days that are noteworthy or historically significant; and special events or acts of kindness or generosity. Proclamations are strictly honorary and they are issued as a courtesy. In addition, they are not legally binding and do not constitute an endorsement by the City of West Richland.

KEY TO THE CITY

The Key to the City is an honor bestowed by the Mayor with the consent of the City Council upon esteemed residents, visitors, and others whom, the City wishes to honor. A Key to the City is strictly honorary.

POLICY AND PROCEDURE

The Mayor, City Councilmembers, individuals and organizations seeking a Proclamation or Key to the City shall submit their request in writing to the City of West Richland Office of the City Clerk.

Requestors may use the City's Proclamation and Key to the City Request Form or a letter to submit their request at least four (4) weeks in advance of the date needed.

The Proclamation and Key to the City Request Form is available on the City's website at www.westrichland.org and at the Office of the City Clerk via telephone at (509)967-3431 or via e-mail at cityhall@westrichland.org.

Request letters must include the following information:

- Contact person's first and last name, address, telephone number, and email address.
- The name and date of the day, week, month or event to be proclaimed or recognized.
- A brief summary and/or background of the event, organization, or person.
- Draft text for the proclamation including 4 - 6 "whereas" clauses.
- Date to be presented and/or when needed.
- An indication of whether the Proclamation or Key to the City is to be mailed, picked-up, or if the requestor wishes to have this presented at a Council Meeting.

Upon the City Council's approval of a request for a Proclamation or Key to the City, the Mayor, Councilmembers and City Clerk shall be invited to attend the event at which the Proclamation or Key to the City is to be awarded if other than at a scheduled Council Meeting.

Note: Submission of a request for a Proclamation or Key to the City does not guarantee issuance



Proclamation and Key to the City Request Form

Recognition Type requested:

- Proclamation
- Key to the City

Date to be presented and/or when needed: _____

Applicant's name: _____

Mailing address: _____

Phone number: _____ Email address: _____

Name, and date of the day, week, month or event to be proclaimed or recognized:

A brief summary and/or background of the event, organization, or person:

Draft text for the proclamation including 4 - 6 "whereas" clauses (attach on a separate page):

The Proclamation or Key to the City is to be:

- Mailed
- Picked-up
- Presented at a Council Meeting

Signature: _____ Date: _____

Note: Submission of a request for a Proclamation or Key to the City does not guarantee issuance