

PROCLAMATION POLICY

Amended and Effective April 1, 2022

Proclamations are ceremonial documents issued by the Polk County Commission to honor and celebrate events or increase public awareness of noteworthy causes.

Criteria

Proclamations recognize a specific day, week or month that holds local, statewide or national significance or serves an educational purpose for a significant number of Polk County residents.

Personal proclamations for individuals or businesses are not accepted.

Requests for proclamations may only be submitted by a Polk County resident or organization. An organization does not have exclusive rights to the day, week or month for their proclamation. Proclamations are not automatically renewed – requests must be made on an annual basis.

Multiple requests by an organization in the same calendar year, or requests that are similar to already issued proclamations, may not be honored.

How to Submit a Request

Requests must be made in writing to the Polk County Communications Director – by email, mail, fax or hand-delivery. If you are requesting a proclamation at a specific Commission meeting, you may check the County Calendar and request a date; your request will try to be accommodated.

Requests should be made at least 30 business days in advance, but no more than six months prior to your preferred date to allow for review and production. Requests must be completed to include this information:

- Your contact information
- The background info on the event or organization
- The draft text to include three or four “whereas” clauses
- The day, week, or month to be proclaimed

Review and Approval

Staff will review and may edit or rewrite the text provided. Staff will contact you to confirm receipt of your request and to confirm the date that the proclamation will appear on the Board’s consent agenda.

Polk County reserves the right to deny any request with or without cause and to make

exceptions to these guidelines; if your request is denied, a written explanation will be provided. The following list will explain why Proclamations will not be issued:

- Any matters of political or social controversy, ideological or religious beliefs, or individual convictions.
- Anything that may suggest an official county position on a matter under consideration, or a political, religious, or social issue.
- Any events or organizations with no direct relationship to Polk County or its residents.
- Campaigns or events contrary to Polk County policy or to the wellbeing of its residents.

Procedure

Proclamations meeting the requirements of this policy will be listed under the Communications section of the Board of County Commissioners Consent Agenda. You will receive a copy of the proclamation in the mail following the meeting in which it was approved.

Submit Request to:

Mianne Nelson, Director
Polk County Communications
330 W. Church Street
PO Box 9005
Drawer CA 04
Bartow, FL 33831
Phone: 863-534-6083
Email: miannenelson@polk-county.net