

Butler County Board of Commissioners

Proclamation Procedure

The Butler County Board of Commissioners recognizes the importance of honoring distinguished citizens, events, and/or organizations of Butler County with the presentation of a Proclamation from the Board at a regularly scheduled Commissioner's meeting. Proclamations are often represented to the honoree at a special ceremony and collectively or individually; Commissioners attend the event if scheduling permits – please indicate this on the request form.

Preparation of Proclamations requires the following:

- 1. Submit a completed request form; requests for a Proclamation from any person or organization require a minimum of two weeks notification and should be addressed to the Butler County Board of Commissioners, 124 W. Diamond Street, PO Box 1208, Butler, PA, 16003-1208 - Attention: Proclamations OR [email proclamations@co.butler.pa.us](mailto:proclamations@co.butler.pa.us)**
- 2. Indicate the name, address and phone number of the contact person on the request form.**
- 3. Due to limited space, the subject matter on the proclamation will be approximately three paragraphs. For an organization, include a brief history along with the request form. For an individual, include a brief but detailed background with the request form.**
- 4. Should you request the Board (collectively or individually) attend the event or ceremony, please indicate all pertinent information such as the Date, Time, Place, Directions, etc. on the form.**

The Butler County Board of Commissioners thanks you in advance for your understanding and cooperation in regards to this matter.

**County of Butler
Board of Commissioners**

Commissioners

Leslie A. Osche, *Chairman*
Kimberly D. Geyer, *Vice Chairman*
Kevin E. Boozel, M.S., *Secretary*



Director of Human Resources/Chief Clerk
Lori Altman

Budget & Human Services Finance Director
Ann M. Brown

PROCLAMATION REQUEST FORM

**PLEASE BE SPECIFIC IN PROVIDING THE NAME AND THE INFORMATION REGARDING THE
RECIPIENT IN ORDER FOR THE PROCLAMATION TO BE ISSUED. PLEASE SUBMIT 14 DAYS
PRIOR TO PRESENTATION TO THE ADDRESS OR FAX NUMBER BELOW.**

Organization requesting Proclamation: _____

Organization's address: _____

Organization's phone number: _____

Organization/Person to be honored: _____

Reason for honor: _____

Event Date: _____

Time: _____

Event Location: _____

Would you like a Commissioner to attend the ceremony? YES NO

Would you like this presented at a public meeting? YES NO If yes, what date? _____

**PLEASE NOTE THAT SPACE IS LIMITED TO THREE (3) PARAGRAPHS ON THE
PROCLAMATION.**