

# 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.**