

Mercer County Board of Commissioners

Proclamation Procedure

The Mercer County Board of Commissioners recognizes the importance of honoring distinguished citizens of Mercer County with the presentation of a Proclamation from the Board at a regularly scheduled Commissioner's meeting, which are held weekly. 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 request in writing.

Preparation of Proclamations requires the following:

- 1. Written request for a Proclamation from any person or organization requires a minimum of three weeks notification and addressed to the Mercer County Board of Commissioners, 125 S. Diamond St., Ste. 103, Mercer, PA 16137 –Attention: Roni Shilling, Chief Clerk or email to rshilling@mercercountypa.gov.**
- 2. Indicate the name, address and phone number of the contact person on the written request.**
- 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 letter. For an individual, include a brief but detailed background with the request letter. For Eagle Scouts & Gold Award, submit a completed Scout Proclamation Request Form. *Note: a “sample” proclamation will be furnished upon request.***
- 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.**

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

GOLD AWARD PROCLAMATION REQUEST FORM

Please be specific in providing the names of badges, awards and the information regarding the Gold Award Project. **Please submit 30 days prior to presentation** at the address above. Thank you!

Scout Name: _____ Date: _____

Submitted by: _____

Scout Address: _____

High School: _____ Grade: _____

Father & Mother Names: _____

Father & Mother Address: _____

Phone Number: _____

Scouting Information:

Daisy/Brownies

Year Joined: _____ Pack Number: _____ Number of Badges Earned: _____

Names of Badges: _____

Names of Awards: _____

Girl Scouts

Year Joined: _____ Troop Number: _____ Number of Girl Scout Badges Earned: _____

Names of Ranks

Earned: _____

Gold Award

Project: _____

Special Considerations: Present at Commissioners Meeting: _____ Yes _____ No

Please be advised If you are unable to attend the Commissioners meeting for presentation of the Proclamation, the Commissioners (based on their individual schedules) may not be available to participate in the Gold Award Court of Honor on the day of your scheduled event.

Gold Award Court of Honor Event Date: _____ Time: _____

Place of Event: _____

Would you like a Commissioner to attend the ceremony? _____ Yes _____ No