

# **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 twice a month. 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, Suite 103, Mercer, PA 16137 – Attention: Ann Morrison, Chief Clerk or email to [amorrison@mcc.co.mercer.pa.us](mailto:amorrison@mcc.co.mercer.pa.us)**
- 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.



Matthew B. M<sup>c</sup>Connell, Chairman  
Scott Boyd  
Timothy M. M<sup>c</sup>Gonigle

**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 30 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

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