



THE CITY OF **STAFFORD**

RECOGNITION POLICY

The City of Stafford Recognition Policy outlines the processes for all types of celebratory documents issued by the Mayor, on behalf of City Council, examples include proclamations and certificates of recognition/appreciation. These documents are intended to recognize and celebrate the extraordinary achievements of residents, non-profit organizations, honor occasions of significance and importance, and to increase public awareness of issues that improve the wellbeing of Stafford residents.

The City of Stafford may issue a celebratory document for the following:

- ❖ Special Honors
- ❖ Celebrations
- ❖ Charitable Fundraising Campaigns
- ❖ Non-Profit Organizations
- ❖ Arts and Cultural Celebrations
- ❖ Important Community Events
- ❖ Openings of Major New Businesses
- ❖ Matters of Significant or Notable Achievement, Recognition, or Contribution
- ❖ Increase in Public Awareness of a Worthy Cause
- ❖ Business Anniversaries (50 years or more)
- ❖ Nationally recognized "Day", "Week" or "Month", such as "Public Works Week", "Parks and Recreation Month", "Municipal Clerks Week", etc.
- ❖ Wedding Anniversaries (30 years or more)
- ❖ Birthdays (80 years or more)



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Celebratory Documents are issued at the sole discretion of the City and are not issued for the following:

- Campaigns or matters that do not align with the City's vision, mission, and goals
- Events or organizations with no direct relationship with the City of Stafford
- Advertisements, commercial promotion, or for-profit purposes
- Matters that suggest an official city position on a matter under consideration or to be voted on by City Council
- Honoring a death

The Mayor reserves the right and has the final decision to modify or deny any request for a celebratory document. Also, a request form must be submitted to the Administration Department, either in person, by mail, or e-mail, at least thirty (30) days in advance. Furthermore, a Stafford resident or organization/business may solely request one celebratory document annually.

Administration Department
City of Stafford
2610 S. Main Street
Stafford, Texas 77477
(281) 261-3900
citysecretary@staffordtx.gov



Recognition Request

Full Name: _____

Address: _____

City, State, & Zip: _____

Phone Number: _____

Email Address: _____

Date Document is Needed: _____

Name of Organization: _____

Type of Recognition Document Preferred:

- Proclamation
- Certificate of Recognition
- Certificate of Appreciation
- Other: _____

Please list the information that you would like to have listed in the recognition document. You may also include a separate document with this form.

My signature below affirms that everything listed above is true and correct. Also, that it is in compliance with the City's Recognition Policy.

Signature

Date Submitted