



MANAGEMENT SERVICES

Commendation / Proclamation Guide

The Mayor ratifies and issues proclamations and commendations based on each individual request. All requests for commendations and proclamations must be submitted to the Mayor's Office at least **TWO WEEKS** prior to the date of event. To submit your request, please send an email to Certificates@GlendaleCA.gov (Please see procedures below for more information on how to submit a request). The requestor will be notified by the Management Services Department on the status of the request.

For any questions regarding proclamations and commendations, please contact Hourik Hayrapetian at **818-548-4844** or email Certificates@GlendaleCA.gov

COMMENDATION:

A *commendation* declares appreciation for an act or service that contributes to the betterment of the Glendale community.

Commendations are issued to:

- Individuals, organizations or companies who have performed exceptional services within the City
- Retirements, birthdays, leave of office and any other milestone or significant celebration
- Local businesses (Grand openings, ribbon cutting, etc.)

PROCLAMATION:

A *proclamation* honors and/or creates awareness for an organization or significant issue that contributes to the advancement of the Glendale community. It recognize a day, week or month, in honor of creating awareness for a significant cause

EXCLUSIONS:

Commendations / Proclamations cannot be issued for:

- Endorsing political campaigns or issues
- Advertisement purposes for personal gain
- Sponsoring religious philosophies

GUIDELINES:

- Email your request for a **Commendation / Proclamation** by clicking [here](#) or by sending an email to Certificates@Glendaleca.gov with the subject line reading "Commendation" or "Proclamation"
- Commendations should be no more than 4-5 lines, specifying the act or service conducted by the recipient
- Proclamations should be no more than 4-5 short paragraphs, elaborating on the significance of the event and its impact on the community

- In your email, indicate the date to be printed on the commendation or proclamation, which is usually the date of the event.
- Be sure to include your contact information (Full name, phone number(s) and email address)
- Specify the name of the person who will be picking up the commendation/proclamation
- If you will be requesting the Mayor or a Councilmember to present the commendation/proclamation, be sure to include the details of the event
- If you are requesting the Mayor or a Councilmember to present the commendation/proclamation during the date of the event, please include details of the event. Please note, when sending invitations, it is customary to extend invites to all councilmembers.

Commendation Sample

For: Justin Timberlake

Subject: 2019 Award for Contributions to the History of Music

In recognition of your passion and dedication to music please accept the 2019 Award for Contributions to the History of Music. I truly commend the energy your songs bring to our community and your efforts in documenting and creating various genres of music! Your contributions are truly appreciated and have put smiles on many faces! Thank you for serving as a shining example to all! On behalf of the City of Glendale I wish you continued success.

Proclamation Sample: Fire Prevention Week

WHEREAS, fire departments in the United States responded to 363,000 home fires in 2018. The city of Glendale is committed to ensuring the safety and security of all those living in and visiting Glendale; and

WHEREAS, when the smoke alarm sounds Glendale residents may have less than two minutes to escape to safety; and residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Glendale residents should practice these home fire escape plan with everyone in the household, including children and visitors, at least twice a year; and

WHEREAS, Glendale residents should make sure everyone in the home knows how to call 9-1-1 from a cell phone or a neighbor's phone; and

WHEREAS, Glendale residents in a real emergency should get low and go under the smoke to get out quickly, and they should stay out, never going back inside the home for people, pets, or things; and

WHEREAS, the 2019 Fire Prevention Week theme, "Not Every Hero Wears a Cape. Plan and Practice Your Escape" effectively serves to remind us that we need to take personal steps to increase our safety from fire.

THEREFORE, I ____, Mayor of Glendale, do hereby proclaim October 6–12, 2019, as Fire Prevention Week throughout this city, and I urge all the people of Glendale to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of Glendale fire and emergency services during Fire Prevention Week 2019.