

**CITY OF GREEN COVE SPRINGS**  
**CEREMONIAL GUIDELINES FOR:**  
**CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY**

**I. GENERAL INFORMATION**

- A. Certificates of Recognition, Appreciation, and/or Achievement ("Certificates"): An honorary document issued by the City, used to honor special events or individuals.
- B. Key to the City: An honor bestowed by the City, upon distinguished persons or organizations in Green Cove Springs, symbolizing outstanding civic contributions or other significant accomplishments.
- C. Proclamation: An official public announcement or declaration to formally recognize and/or draw awareness to an organization, business, issue, event or individual that impacts or has had an impact on the City of Green Cove Springs, during a specific time frame.

**II. STATEMENT OF POLICY**

- A. The City wishes to provide an avenue to encourage public awareness, and provide recognition to what is significant to the City of Green Cove Springs.
- B. This policy provides for directives, and criteria for the issuance of ceremonial elements.

**III. POLICY AND PROCEDURE**

- A. Criteria.
  - 1. Certificates. Celebrate achievements and recognize individuals and organizations for their accomplishments. May be issued for things such as, and not limited to, significant birthdays, anniversaries, retirements, professional celebrations, achievements, and award recipients.
  - 2. Key to the City. The City's most prestigious award. May be given selectively to honor a person, which may or may not be a Green Cove Springs resident, with extraordinary, significant accomplishments and contributions to any of the following: the history, economic, social and/or cultural fabric of the City. The Key may be given to honor significant contributions to the military service, to persons who have performed acts of heroism in the City, and to dignitaries and celebrities who have an effect on the City and are visiting.
  - 3. Proclamation. These may include but are not limited to Green Cove Springs citizen recognitions; City organizations with occasions of significance; dates that are noteworthy or historically significant, special events, civic celebrations, fund-raisers benefiting the citizens of Green Cove Springs, individuals who have made a significant contribution to society, and significant events or anniversaries of major City of Green Cove Springs based institutions and companies. Proclamations requested for matters of political or social controversy; ideological or religious beliefs, individual convictions; for campaigns or events contrary to City policies, and for commercial reasons will not be considered for approval. Proclamations are honorary, are issued as a courtesy, are not legally binding, and do not constitute an endorsement by the City of Green Cove Springs.

- B. Requests. City Council Members, City staff, individuals, and organizations seeking a Proclamation, Certificate, or Key to the City shall submit their request in writing to the City Clerk. Standing requests or rolling requests will not be accepted.

Requestors may use the City's Proclamation, Certificate and Key to the City Request Form available on the City's website at [greencovesprings.com](http://greencovesprings.com). Requests may be submitted via email to [ewest@greencovesprings.com](mailto:ewest@greencovesprings.com), or in writing addressed to the City Clerk at 321 Walnut Street, Green Cove Springs, Florida 32043.

Requests not utilizing the form must include the following information:

1. The contact person's first and last name, mailing address, telephone number, and email address (if available);
2. The name of the person or the date and name of the event to be proclaimed or recognized;
3. A brief summary and/or background of the event, organization, or person;
4. For a proclamation, draft text including 4 to 6 introductory "whereas" clauses;
5. Date to be presented and/or when needed; and
6. An indication of whether the certificate, key to the city, or proclamation is to be mailed, picked up, or if the requestor wishes to have it presented at a City Council meeting.

All requests must be approved by the City Council before the presentation can take place. Therefore, applications for a Proclamation or Certificate must be submitted at least 20 business days in advance and applications for a Key to the City must be submitted at least 35 business days in advance. Once the application is received it will be processed and added to the next agenda for approval. Once approved it will be added to the next agenda for presentation.

C. Approval.

1. Certificates or Proclamations. Upon receipt of a complete, qualifying request for a certificate or proclamation, the City Clerk will process the certificate or proclamation for signature by the Mayor.
2. Key to the City. The City Council will consider a complete, qualifying request for a Key to the City during a public meeting and determine the awarding of the key.

D. Issuance

Upon approval of a Certificate, Proclamation or Key to the City, the City shall process the issued document or Key as requested by the applicant.

E. Contact Information

Erin West, CMC, City Clerk  
City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043  
Telephone: (904) 297-7047  
Email: [ewest@greencovesprings.com](mailto:ewest@greencovesprings.com)

