

**Green Cove Springs Elks Lodge #1892
P.O. Box 127
Green Cove Springs, FL 32043
November 20, 2024**

**Erin West, CMC, City Clerk
City of Green Cove Springs
321 Walnut Street
Green Cove Springs, FL**

Hello—

Please find attached a request for a Key to the City to be presented to Russ Smith, President of the Florida State Elks Association, in honor of his visit to the Green Cove Springs Elks Lodge #1892 and the Northeast District.

Our Lodge wishes to have this high honor presented to our esteemed guest at a Meet and Greet event at the Village Improvement Association on Friday, January 31 at 7 PM. We would be honored if the Mayor could attend and make this presentation. We also want to invite the Mayor to be our guest for the cocktail hour starting at 6 PM and for dinner following the presentation at 7 PM.

Thank you for your consideration in this matter.

Sincerely,

**Jennifer Parker
Exalted Ruler
GCS Elks Lodge #1892
702 S. Orange Ave.
Green Cove Springs FL. 32043
(904) 891-7092 Cell**



**CITY OF GREEN COVE SPRINGS
PROCLAMATION, LETTER OF HONOR,
AND KEY TO THE CITY
APPLICATION FORM**

Return completed form to the City Clerk's Office
City of Green Cove Springs, 321 Walnut Street, Green Cove Springs, FL 32043

Requestor's Name: Green Cove Springs Elks Lodge #1892: Jennifer Parker, ER

Requestor's Address: 702 South Orange Ave., Green Cove Springs, FL 32043

Requestor's Telephone and Email: (904) 891-7092/ms.jenniferparker@gmail.com

Person/Organization to be Honored: Russ Smith, President of FL State Elks Assoc,

Event Title: Meet & Greet for State President's Visit to Northeast District

Event Date, Time & Location: Friday, January 31 at 7 PM at the Village Improvement
Association building on 17 Palmetto Avenue in Green Cove Springs, FL.

Type of Honor Requested:

Proclamation Letter of Honor Key to the City

Provide a detailed reason for the request including a list of accomplishments and how the individual/organization benefits the quality of life in the City of Green Cove Springs. For Proclamations, provide a sample Proclamation or text for the "WHEREAS" clauses (attach additional sheets, if necessary):

The Green Cove Springs Elks Lodge #1892 will have the honor of hosting a visit by
Florida State Elks Association President Russ Smith from Jan 31-Feb 1 on behalf of
the Northeast District. The Elks have a long history of investing in their communities
through programs that help children grow up healthy and drug free, meet the needs of
Veterans, and improve the quality of life for its citizens. We request that the Mayor of
GCS attend our event and present this honor to our esteemed guest.

The Offices of the Mayor and City Clerk reserve the right to use submitted facts as deemed appropriate and may request additional information when necessary.