

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

PROCLAMATION REQUEST

A proclamation is a ceremonial public document signed by the Mayor and/or City Council directing attention to a local resident, organization, or event that positively impacts the community. A proclamation may be issued for:

- National, state, or local observances that promote public awareness or civic engagement.
- Nonprofit organizations providing significant public benefits.
- Community events held within or substantially benefiting the City.
- Individuals or groups for outstanding achievements, public service, volunteerism, military service, educational accomplishments, or other exceptional contributions to the community.
- Milestone anniversaries of organizations serving the community.
- Other matters determined by the Mayor to be in the public interest.

A Certification of Recognition or a congratulatory letter may be issued as an alternative to a proclamation.

A proclamation will not be issued for:

- Endorse or oppose political candidates, campaigns, ballot proposals, or political parties.
- Promote or oppose religious organizations, doctrines, or beliefs.
- Promote commercial products, businesses, or for-profit enterprises, except when recognizing significant community contributions or anniversaries.
- Recognize matters that are primarily personal or private in nature unless they involve extraordinary public service or achievement.
- Contain language that is discriminatory, defamatory, obscene, or inconsistent with local, state, or federal law.
- Conflict with the City's adopted policies, mission, or legal obligations.

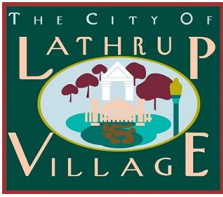
Guidelines

- Request must be submitted **30 days** before the date needed.
- Residents or businesses being honored must be located within the City of Lathrup Village and in good standing with the City.
- An organization may request one proclamation or certificate per year.
- City Administration reserves the right to deny or modify any requests.
 - If denied, applicants may submit a written appeal to the City Council.
- Proclamations must be picked up from City Hall; they will not be mailed.

Please submit requests to:

Lathrup Village City Clerk
27400 Southfield Road
Lathrup Village, MI 48076
aemanuel@lathrupvillage.org

Please contact the City Clerk at 248-557-2600 to arrange pickup of your document.



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PROCLAMATION REQUEST FORM

Date of Request _____

Requestors Name _____

Requestors Address _____

Email Address _____ Phone _____

Organization _____

Recipient's Name (Individual, group, or organization)

Recipient's Address (if different than above) _____

Date of Event _____ Date Document is Needed by _____

Please provide detailed information about the proclamation, including a brief history/biography of the organization or person, for what they are receiving this honor, how they have impacted the city, other notable details or accomplishments.

- Failure to provide sufficient information may prevent preparation of a satisfactory document.
- If you have requested proclamation language, please include it on a separate sheet.

Notification process when proclamation is ready for pickup Email _____ Phone _____

Please submit your request by:

Email: aemanuel@lathrupvillage.org

Mail: City of Lathrup Village
ATTN: City Clerk
27400 Southfield Road
Lathrup Village, MI 48076

Forms are also available in City Hall.