

I. DEFINITIONS

- 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 Cocoa Beach, 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 issue that impacts the City of Cocoa Beach, 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 Cocoa Beach.
- 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, 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 Cocoa Beach 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 Cocoa Beach 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 Cocoa Beach, individuals who have made a significant contribution to society, and significant events or anniversaries of major City of Cocoa Beach based institutions and companies. Proclamations will not be offered for matters of political controversy; ideological or religious beliefs, individual convictions; for campaigns or events contrary to City policies, and for commercial reasons. Proclamations are honorary, are issued as a courtesy, are not legally binding, and do not constitute an endorsement by the City of Cocoa Beach.

City of Cocoa Beach, Florida
Policy on Awarding Certificates, Keys to the City and Proclamations

- B. Requests. City Commissioners, City staff, individuals, and organizations seeking a Proclamation, Certificate, or Key to the City shall submit their request in writing to the City Manager or 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 ("Form") available on the City's website at cityofcocobeach.com. Requests may also be submitted via email at citymanager@cityofcocoabeach.com or cityclerk@cityofcocoabeach.com, or in writing addressed to the City Manager or City Clerk at P.O. Box 322430, Cocoa Beach, Florida 32932-2430.

C. Approval.

1. Certificates. Upon receipt of a complete, qualifying request for a Certificate, the City Manager's Office will process the Certificate for signature by the Mayor. The City reserves the right to refuse issuance.
2. Key to the City. The City Commission will consider a complete, qualifying request for a Key to the City during a public meeting, and determine awarding of Key. Few and limited exceptions apply when Commission approval is not required.
3. Proclamation. Upon receipt of a complete, qualifying request for a Proclamation, the City Manager's Office will process the Proclamation for signature by the Mayor. The City reserves the right to refuse issuance. If the City chooses not to issue the Proclamation, the requestor may appeal the decision to the City Commission, under the Public Comments portion of the Agenda.

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

City of Cocoa Beach, Florida
Policy on Awarding Certificates, Keys to the City and Proclamations

Proclamation, Certificate and Key to the City Request Form

City of Cocoa Beach

Request for

Certificate _____

Proclamation _____

Key to the City _____

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The contact person's first and last name, address, telephone number, and email address:

Name of the person or the date and name of the event to be proclaimed or recognized:

A brief summary and/or background of the event, organization, or person. If requesting Key to the City, please enumerate extraordinary, significant accomplishments and contributions deserving the recognition.

Indicate whether the Proclamation, Certificate, or Key to the City is to be mailed, picked up, or if the requestor wishes to have this presented at a City Commission meeting. Charges will be incurred for mailing of the Key to the City.

Reason for Recognition (*Please attach 4 – 6 "whereas clauses" as draft text for a Proclamation*):

Date and Time of Recognition: _____

Document is to be:

- Presented at a Commission Meeting _____ (month / year)
- Presented at the following event _____ (Please provide event information)
- Picked up by _____ on _____ (date)
- Mailed to _____

Note: Submission of a request for a Proclamation, Certificate or Key to the City does not guarantee issuance.