



# APPLICATION TO REQUEST PROCLAMATION

Requests for City of Vancouver Proclamations should be submitted two weeks prior to the requested City Council meeting date, or if it is to be mailed, two weeks before the scheduled event/activity. City Council meets every Monday (1<sup>st</sup> and 3<sup>rd</sup> Monday at 7:00 p.m. and 2<sup>nd</sup> and 4<sup>th</sup> Monday at 6:00 p.m.)

**TOPIC OF PROCLAMATION (EVENT, PERSON BEING RECOGNIZED, CAUSE):**

**PURPOSE OF PROCLAMATION:**  
 RECOGNIZE COMMUNITY MEMBER(S) OR ORGANIZATION  
 ASK FOR COMMUNITY SUPPORT FOR LOCAL CAUSE  
 ANNOUNCE LOCAL EVENT

**INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE PROCLAMATION:**

**INDIVIDUAL OR REPRESENTATIVE ATTENDING THE COUNCIL MEETING TO RECEIVE THE PROCLAMATION: (include job title or position, phone number)**

**CITY COUNCIL MEETING DATE REQUESTED:**

Sample

**REQUESTED BY:**

<input type="text"/>	<input type="text"/>
Name	Address
<input type="text"/>	
Phone	E-mail
<input type="text"/>	

Attach a draft copy of your one-page proclamation to this application and return to: City Council Secretary, Vancouver City Hall, 210 East 13<sup>th</sup> Street, Vancouver, WA 98660 OR e-mail to [mary.white@ci.vancouver.wa.us](mailto:mary.white@ci.vancouver.wa.us)

**For Office Use Only:**

Date Request Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Applicant Notified \_\_\_\_\_

Date Proclaimed \_\_\_\_\_