

PROCLAMATION NAME: _____

Yuma County Board of Supervisors
198 South Main Street -- Yuma, Arizona 85364
Telephone: 928-329-1010 Fax: 928-329-1120
Agenda.Central@yumacountyaz.gov

REQUESTING PROCLAMATIONS

I. GENERAL INFORMATION:

1. Proclamations are ceremonial in nature and do not require official Board action.
2. Proclamations are authorized by the Chairman of the Board of Supervisors; although official Board action is not required, proclamations may be presented during a Board meeting at the requester's option. *(An Agenda Item Review Form [AIR-F] is not required.)*
3. At the requester's option, proclamations may be presented:
 - a. During a Board* meeting as a no-action item under "Presentations".
(An AIR-Form is not required. However, requests for proclamations must be received by "Agenda Central" in compliance with the normal deadline schedule for submitting agenda items.)

*Please submit request 3 weeks in advance of the date(s) of event being proclaimed when requesting proclamation is to be presented during a Board of Supervisors meeting.
 - b. At a local function* related to the proclamation. *May be presented by a Board member upon request by agency, or by designee of agency.*

*Submit at least 10 business days before the date of event.
4. The requester creates & the proclamation on the official form. Clerk of Board staff may revise the form if necessary. **Please limit proclamations to one (1) page only.**
5. The *Request for Proclamations Form* is available from the Clerk of Board, or customers may be directed to the Yuma County website at:
<https://www.yumacountyaz.gov/government/county-administrator/reports-permits-and-forms>

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**II. INSTRUCTIONS --
REQUESTING a PROCLAMATION:**

1. To allow sufficient time to process proclamation requests, please submit requests 3 weeks prior to the date(s) of the event being proclaimed.
2. Fill out a “Request for Proclamation Form” (RFPF) and submit it to Clerk of Board by attaching the completed RFPF to an email message addressed to Agenda.Central@yumacountyaz.gov (The form is attached herein as Page 2.)

The RFPF may also be:

- Mailed to: Clerk of the Board; 198 S. Main Street; Yuma AZ 85364;
- FAXed to: The Clerk at 928-373-1120.

3. Clerk of Board Division submits RFPF to the Chairman of Yuma County Board of Supervisors and County Administrator/Clerk of the Board for authorization, and will arrange for presentation per the requests noted on the RFPF.
4. Electronic forms: To put an “X” in the check-boxes: **Tab** to the check-box **hit space bar**. (“X” is automatically inserted into check-box.)
5. The RFPF is attached herewith as Page 3. Please fill it out and return it with the prepared proclamation, as noted in #1 above.

PROCLAMATION NAME: _____

**Yuma County
Board of Supervisors
REQUEST FOR PROCLAMATION FORM (RFPF):**

THIS REQUEST FOR PROCLAMATION MAY BE:

- Emailed to Clerk of Board. *Address email to: Agenda.Central@yumacountyaz.gov,*
- Mailed to Clerk of Board at: Clerk of the Board; 198 S. Main Street; Yuma AZ 85364.
- FAXED to Clerk of Board at: 928-373-1120.

**When requesting that proclamation is to be presented during a Board of Supervisors meeting, please submit requests 3 weeks in advance of the date(s) of the event being proclaimed. A schedule of Board meetings is available upon request by email sent to Agenda Central or by calling 928-373-1010.*

***If proclamation will be presented at a local event, please submit at least 10 days prior to the event.*

****Please limit proclamations to one (1) page only.*

1. •Department or Organization Name: _____
•Proclamation title: _____

2. **Name of Contact:** _____ Phone Number: _____
Mailing address: _____
Email address: _____

3. Is Proclamation to be presented during a Board* meeting? Yes* No.
** Unless otherwise requested, Chairman presents proclamations. An AIR-Form is not required.*
**If "yes", requested date for Board presentation: _____*

**If "yes", list name(s) of persons who will be present to receive the proclamation:*

** Clerk of Board staff contacts requested presenter to confirm availability & sends confirmation to requesting agency.*

4. Is Proclamation to be presented at a local function*? Yes No
**If yes:* _____ a.m. p.m.
Date of function Time of function

Location of function

6. Email the proposed proclamation and the completed *Proclamation Request Form* to "Agenda Central" at this email address: Agenda.Central@yumacountyaz.gov

7. Is a Board member being requested to present the proclamation at local function?
 Yes No If yes: Requested Board member's name: _____