



COUNTY OF CHARLOTTE
Proclamation Request Form

Board of County
Commissioners
18500 Murdock Circle
Port Charlotte, FL 33948
www.CharlotteCountyFL.gov

Request Information:

Today's Date:

Requester's name:

E-mail address:

Name(s) of who will accept the proclamation at the meeting:

If unable to accept in person, provide a mailing address to send proclamation:

Proclamation Details:

Name of Proclamation:

(Example: Summer Camp Month; proclamation must be on the last meeting of the previous month's agenda, No proclamations will be accepted after the event date.)

Date(s) to be proclaimed:

To be read at County Commission Meeting on:

Email this request to:

Melissa Walker at Melissa.Walker@CharlotteCountyFL.gov **AND** Amanda Baez at Amanda.Baez@CharlotteCountyFL.gov

Guidelines:

- Proclamations will be issued on a first come / first serve basis.
- The number read will be limited to no more than 5 for each meeting. Additional proclamations can be requested for approval but will not be read at the meeting.
- Requests for proclamations shall be submitted (**1**) one month in advance of the BCC meeting date.
- Proclamation requests shall be made by submitting a completed Proclamation Request Form.
- Proclamations shall be limited to one page and requests must contain the content information describing the persons or events to be honored on the Proclamation Template (*see example on the next page*).

Charlotte County Florida



PROCLAMATION

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

NOW, THEREFORE, BE IT PROCLAIMED that the _____ shall be known in all of Charlotte County as _____

PASSED AND DULY ADOPTED this

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

By _____
William G. Truex, Chairman

ATTEST:

Roger D. Eaton, Clerk of Circuit
Court and Ex-Officio Clerk to the
Board of County Commissioners

APPROVED AS TO FORM:

Hector Flores, County Administrator

Charlotte County Florida



PROCLAMATION

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, the State of Florida, Water Management Districts and Charlotte County are working together to increase awareness about the importance of water conservation; and

WHEREAS, Charlotte County and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, Charlotte County has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water.

NOW, THEREFORE, BE IT PROCLAIMED that the month of April 2022 shall be designated and observed in Charlotte County as

Water Conservation Month

and all citizens are encouraged to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

PASSED AND DULY ADOPTED this 22nd day of March 2022

ATTEST:

Roger D. Eaton, Clerk of Circuit Court and Ex-Officio Clerk to the Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS
OF CHARLOTTE COUNTY, FLORIDA

By _____
William G. Truex, Chairman

APPROVED AS TO FORM:

Hector Flores, County Administrator

Sample