

Guidelines for Recognition Requests



Types of Recognition Awards

Certificates of Recognition: Certificates are used to recognize achievement, express appreciation, or acknowledge service.

Proclamation: Proclamations are issued in recognition of an event, i.e., Veteran Appreciation Month, Fire Prevention Week, or in recognition of an individual for substantial contributions such as lifetime service to the community. Proclamations are not statements of policy but a manner in which the City can make special recognition of an individual or an event.

City Lapel Pin: City lapel pins depict the City logo and may be presented in addition or in lieu of a certificate or proclamation.

Request Categories:

Any issued certificate or proclamation must be significant to the Westminster community. Recognition requests that are on the preapproved list may be generated upon request. The Mayor may approve a Certificate of Recognition on a case-by-case basis if it is not identified on the preapproved list. All Proclamations must be listed on the City Council agenda under the Consent Calendar for approval.

Personal Accomplishments:

Athletic/Academic Accomplishments: Recognition of athletic/academic accomplishment may be given when an individual or team reaches a significant level of competition on a county, regional, state or national level. Recognition should occur when the individual or team has completed the highest level of competition.

Acts of Heroism: Commendations may be given to residents of Westminster who perform heroic acts and to non-residents who perform acts of heroism to save the life or property of a City resident.

Girl Scout and Boy Scout Accomplishments: A certificate of recognition may be prepared to recognize Westminster residents who achieve the rank of Eagle Scout in the Boy Scouts or the Gold or Silver Award in the Girl Scouts.

100th Birthday of a Westminster resident: A Certificate of Recognition is prepared on occasion for Westminster residents who have achieved their 100th birthday.

Employee Retirements: Proclamations may be issued to employees with 20+ years of service at the time of their retirement. Certificates may be issued to employees retiring with less than 20 years of service.

Employee Recognition: Certificates of Recognition are issued for notable employee accomplishments such as achieving awards, reaching professional milestones, or other accomplishments that are above and beyond their daily duties.

Chamber of Commerce Recognition Events: Certificates of recognition are presented for Chamber of Commerce sponsored events, i.e., Public Service Awards, Outgoing Board of Director Members, new members/businesses, or ribbon cutting events.

Senior of the Year: A certificate of recognition shall be prepared for recipients of the annual Senior of the Year award and presented at the recognition event.

Significant Events:

Community Events: Certificates are prepared to be presented at a community event.

Anniversaries of Businesses & Churches: Local businesses and churches celebrating anniversaries (5, 10, 15, 20 years, etc.) shall receive a Certificate of Recognition. Non-local businesses and churches celebrating anniversaries shall receive a Certificate of Recognition at Council's direction.

Regional Events, i.e., Fire Recognition Week, Veteran Appreciation Month: Events of significance to the region, state or nation may be recognized by proclamation, approved on the Consent Calendar portion of the City Council agenda.

Ethnic Celebrations & Religious Observances: Certificates of recognition shall be prepared for events within the community at the request of the Mayor or a Council Member.

Public Officials:

Outgoing Commissioners and Committee Members: Upon leaving office, commissioners and committee members shall receive a certificate of recognition. In the case of an automatic resignation because of excessive or unexcused absences, no certificates are given.

Outgoing City Elected Officials: Outgoing elected officials will receive a proclamation commemorating their service to the City. This proclamation shall be presented at their final Council meeting.

Sponsorships:

Recognition of Individual or Non-Profit Organizations' Contribution: In recognition of the significant achievement or contribution of a non-profit organization or individual, a Certificate of Recognition shall be presented at a City Council Meeting.

Recognition of Corporate Support: Corporations that have made significant contributions to the City, celebrating anniversaries (5, 10, 15, 20 years, etc.) or corporate citizens shall receive a Certificate or Recognition at a City Council meeting.

Miscellaneous:

The Mayor may approve and present recognition to an individual or group in addition to the items noted above on a case-by-case basis.