



CITY OF UPLAND REQUEST FOR CEREMONIAL DOCUMENTS FORM

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE FORM:

- All requests go through an internal review and approval process.
- Proclamation requests must include an editable, digital sample proclamation that can be used as a template for the City Manager's Office to prepare the document.
- Email the form **AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT** to citymanager@uplandca.gov
- One contact person per request.
- Documents will remain available for pick-up for thirty (30) days after the due date. After thirty (30) days the document will be destroyed.
- Matters of political controversy, ideological or religious beliefs, or individual conviction are not considered for recognition.
- Events, individuals, groups, organizations, or businesses with no direct relationship with the City of Upland will not be considered for recognition.
- Any group whose policies or goals advocate violence, hatred or any other position contrary to the well-being of the citizens of Upland, or the quality of life in Upland will not be considered for recognition.
- Submission of a request does not guarantee the issuance of a ceremonial document.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Name: _____ Telephone No.: _____

Email Address: _____

Person/Organization Recognized: _____

Event/Occasion: _____

Today's Date: _____ Date of Event/Occasion: _____

1. **Does the person reside in, or is the organization located in, Upland?**
2. **Will the event or occasion be held in Upland?**
3. **I am requesting the following document type** Choose one
(See ceremonial document criteria on page 3 if unsure.) **Key to the City may only be requested by a City of Upland Official**
4. **I am requesting presentation at a City Council meeting, and I am confirming that the recipient will be in attendance.** Yes or No?

If Yes above, which City Council Meeting date would be preferred?

5. **Highlights of Person/Organization Recognized.** *(A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please attach a separate sheet if you need additional space.)*

6. **Ceremonial document text for the City's consideration below.** *(Please note that the City may edit the document before issuance at its sole discretion. Please attach a separate sheet if you need additional space.)*

Email this completed form and any attachments in an editable format **AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT** to citymanager@uplandca.gov.

Ceremonial Document Criteria (Admin Policy No. 128)

PROCLAMATION CRITERIA

- Proclamations may be requested by individuals, staff, or Councilmembers and shall be issued at the sole discretion of the Mayor. Proclamations may be issued to honor or highlight a special period of observance (e.g., days, weeks, months), civic celebration, or recognition of a community, regional, state, or national occasion in accordance with the criteria below:
- The primary purpose of a proclamation is to give special recognition to issues, actions, and/or programs of significance to the citizens of Upland.
- Proclamations are issued to honor special periods of observance (e.g., days, weeks, or months), civic celebrations, or community, regional, state, or national occasions to cover issues that have widespread community interest with a primary emphasis on requests in support of City Council goals and objectives.
- Only proclamations dealing with local, county, or state issues that have a connection to the City will be considered.
- Proclamations must be consistent with the United States Constitution, California State Constitution, and the Upland Municipal Code.

CERTIFICATE OF RECOGNITION/APPRECIATION CRITERIA

- Certificates of recognition/appreciation (certificates) may be requested by individuals, staff, or Councilmembers and shall be issued at the sole discretion of the Mayor. Certificates of recognition are used to acknowledge individual or group achievements, contributions to the community, or to recognize a commemorative event or occasion such as:
- Individuals, community groups, or organizations whose volunteer efforts and/or philanthropic works have recently benefited the Upland Community.
- Upland students for academic achievement at the district or regional level (e.g., school valedictorian, placement at regional competitions or exhibitions).
- Individuals who have recently earned the Eagle Scout or Girl Scout Gold or Silver Award.
- Individuals, community groups, or organizations for winning City competitions (e.g., Home for the Holidays decorating contest or Picture It Upland contest); or
- Local organizations or businesses for commemorative events, or occasions in Upland (e.g., ribbon cutting ceremonies, grand opening ceremonies, etc.). If requested, this type of certificate of recognition may be presented at the special event, pending the availability of the Mayor, Councilmember, or designee.
- Sponsors of City events, activities, or programs.
- Recognition of special events in residents' lives:
 - Birthday – the person must be at least 80 years of age and the birthday must be a 5-year milestone (e.g., 80, 85, etc.). Residents over 100 may receive recognition for any birthday.
 - Retirement – the person must have been the owner of, or employee at, an Upland based business for 25 years or more.

“AWARD OF COMPASSION”

- Eligibility: Any individual, group, business, or organization who actively seeks to create a Compassionate community in Upland as outlined in the criteria below.
- Criteria:
 - Nominees must exemplify one or more of the following:
 - Work to alleviate the suffering of others.
 - Honor the inviolable sanctity of every human being.
 - Encourage a positive appreciation and respect of cultural, ethnic, and religious diversity.
 - Seek to promote empathy with others.
 - Promote and practice environmental sustainability.
 - Practice kindness.
 - Support citizens and the community to flourish.

KEY TO THE CITY (RARE)

- Eligibility: Any individual, group, business, or organization who meets the criteria outlined in below.
- Criteria:
 - Nominees must exemplify **three** or more of the following:
 - Numerous notable contributions to the community.
 - Demonstrated exceptional dedication to public service, such as in government, education, or non-profit work.
 - Positive impact on the lives of residents through leadership, volunteerism, or advocacy.
 - Acted with exceptional courage or heroism in a way that significantly benefited or protected the public.
 - Generous charitable contributions or fundraising efforts that supported important causes or benefitted the community.
 - Years of sustained commitment and involvement in local affairs or City improvement projects.
 - Embodies the core values, ethics, and spirit of the City's Mission and Vision Statements and serves as a role model.
 - **Must be recommended or nominated by City of Upland officials**