

**COUNTY OF KAUAI
OFFICE OF THE MAYOR**

**Congratulatory Documents
POLICY**

The intent of congratulatory documents is to convey appreciation and acknowledge extraordinary individuals, dignitaries or citizens' groups who perform exceptional deeds and remarkable achievements in our local community. It serves as an executive instrument in the Office of the Mayor to highlight the outstanding civic accomplishments of our residents and bestow this recognition on behalf of the County of Kauai. Therefore, it is recommended that congratulatory documents be reserved mainly for extraordinary events and not used for common or everyday occurrences in order to preserve the significance of a congratulatory document.

Congratulatory documents come in the following form: FORMAL PROCLAMATION, CERTIFICATE OF RECOGNITION, or CONGRATULATORY LETTER.

I. FORMAL PROCLAMATION

A **proclamation** is one form of a congratulatory document used to officially acknowledge an individual, club, organization, or other group or organizations for accomplishments of countywide, state, national, or international significance. It will also serve as a document to recognize extraordinary civic duty performances and heroic events. The document is printed on specially-designed bond paper that features the County Seal and placed in a special glass frame.

Requests for proclamation by individuals, organizations, community groups/associations for recurring annual events or anniversaries will be offered an alternate recognition document that further expands the entities annual accomplishments. The type and form of document will be at the discretion of the Office of the Mayor.

II. CERIFICATE OF RECOGNITION or CONGRATULATORY LETTER

A **certificate of recognition or congratulatory letter** shall serve as an alternate form of an official acknowledgement of an individual, club, or other groups or organizations who made significant strides to improve the quality of life for themselves or others in our community. It will also be generated as a congratulatory document for annual national day/month awareness events or activities.

The document is formatted in letter-form with an embossed County of Kauai seal and presented with a stock cover folder. This document is not be confused with a

proclamation that adheres to a higher standard of exceptional performance of an organization's mission or whereby an individual reaches a heroic level of excellence.

III. **REQUEST AND PROCESS FOR ALL CONGRATULATORY DOCUMENTS**

All requests for congratulatory documents should be submitted to the Office of the Mayor at least four (4) weeks prior to any event or deadline. Requests for a keynote speech requires six (6) weeks advance notice. Requests are not guaranteed and are subject to approval by the Office of the Mayor.

To facilitate a faster processing time, it is highly recommended that the requester compose a draft document with the necessary information. A request form with instructions is available to assist with the drafting and composing of the requested document.

See attached **Request Form for Event Attendance and Official Congratulatory Document**. (Mayor Request Form: MRF 001-19)

For a status update on your request, please call (808) 241-4900 or email mayor@kauai.gov.

IV. **Internal Office Processes**

1. *The Request Form for Event Attendance and Official Congratulatory Document MRF 001-19 shall be posted on the Office of the Mayor Website effective March 2019. All other request forms will no longer be utilized.*
2. *MRF 001-19 shall also be available in a suitable format to be emailed as requested.*
3. *The Office of the Mayor, Communications Division shall manage the processes of the request form to the appropriate internal staff for follow-through and final execution. The Mayor's Executive Secretary shall be copied on all emails or correspondences in the process so as to coordinate required calendar appointments for the Mayor.*
4. *The Mayor's Chief of Staff shall be the internal approving authority for issuance of congratulatory documents from the Office of the Mayor.*