

Correspondence Guidelines

**Updated July 2023*



OFFICE OF THE MAYOR
DONNA DEEGAN

PROCLAMATIONS

Ceremonial proclamations from Mayor Donna Deegan may be requested according to the following guidelines and submitted via an application process. Only 10 proclamations will be issued per month. Understanding that proclamations, by their form and function, are data-driven documents, they are reserved for very specific occasions, as detailed below. Requests that do not meet the prescribed parameters may be altered or denied, per the mayor's discretion.

Please read the eligibility requirements below, and note that the administration reserves the right to reject, adapt or accept requests based on these guidelines.

- **Anniversaries** of businesses, organizations, nonprofits and other Duval County agencies on milestone years, beginning at 50 years and proceeding in 5-year increments.
- **Annual events** celebrating milestone years (see criteria above). Inaugural events may be considered. (See also: Criteria for events for welcome letters/greetings, page 2.)
- **Designations** of parks, streets or other public markers recognized as significant historic locations within Duval County.
- **Honorary Citizens** to nationally/internationally recognized heroes, guests, entertainers/artists, or dignitaries as a welcome to Jacksonville and commemoration of his/her importance to both our city and the nation.
- **Recognition** of deceased individuals who made significant contributions as a citizen to the improvement, well-being or growth of Jacksonville.
- **Awareness** of broad, national, sometimes global, issues directly affecting our city. Educating the general public on specifics involving how to protect from, prevent, research or eradicate the issue at hand.
- **Community Outreach** to support local organizations and events that have a positive influence on Jacksonville's quality of life.

Notes:

- Only one copy is provided per proclamation. Duplicates are at the discretion of the Public Affairs Office.
- Due to the large number of requests received, forms submitted with fewer than **30 days' notice** (taking consideration of national holidays, when the office is not staffed) may be cause for rejection.
- Questions? Email HSpring@coj.net or contact the [Public Affairs Office](#)

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DONNA DEEGAN

LETTERS

Commemorative letters from Mayor Donna Deegan may be requested according to the following guidelines. Please read the eligibility requirements below and note that the administration reserves the right to reject, adapt or accept requests based on these guidelines.

- **Anniversaries** of:
 - Businesses, organizations, nonprofits and other Duval County agencies on the following milestone years: 10, 15, 20, 25, 30, 35, 40, 45 and 50+.
 - Married couples residing in Duval County on the following milestone years: 50, 55, 60, 65, 70 and 75+. Letters are not granted on an annual basis and are reserved for significant years as determined by the Office of Public Affairs.

- **Welcome/Greetings** for:
 - Locally hosted conferences or conventions, and citywide events, both public and private. These gatherings should be of significant benefit to the city in general and attract a minimum of 200 attendees.
 - Locally hosted fundraisers for nonprofit organizations with a local presence. These gatherings should be of general benefit to the well-being of the city, as well as represent a significant portion of the citizenry.
 - Family and school reunions hosted within Duval County limits.

- **Appreciation/Recognition/Congratulations** to individuals or organizations that have made significant contributions to the improvement of the city, are long-time residents of Jacksonville for 50+ years, been honored with a significant award or recognition, and/or have made some other notable impact citywide, including acts of heroism.

- **Birthdays** of residents celebrating milestone birthdays at or above 75 years. Limit one letter per individual. Letters are not granted on an annual basis and are reserved for significant years as determined by the Public Affairs Office.

- **Eagle Scout & Girl Scout Gold Award** commendations. Limit one letter per Scout after successful completion of final project and approval of requesting troop.

- **Graduation** congratulations to students completing postgraduate studies and earning Masters- and Doctorate-level degrees. Program greetings for a graduating class may be considered at the discretion of the Public Affairs Office.

- **Retirement** greetings to residents retiring after 20 years of service or more, or City employees retiring after 10 years or more. Requests on behalf of members of the military upon retirement or honorable discharge will receive a Certificate of Appreciation. Please include mention of the number of years served.

Notes:

- Only one copy is provided per letter. Duplicates are at the discretion of the Public Affairs Office.
- A courtesy copy of documents may be mailed to the address below.

CITY HALL at ST. JAMES BUILDING, 117 WEST DUVAL STREET,
PUBLIC AFFAIRS OFFICE, SUITE 240A, JACKSONVILLE FL 32202
904.255.5000 | www.coj.net