

TOWN OF HERNDON, VIRGINIA



Enriching the Quality of Life and Promoting a Sense of Community

REQUEST FOR HERNDON TOWN COUNCIL RECOGNITION

Requests must be made in writing and may be made by anyone ~ citizens, community organizations, members of the Town Council and Town staff. Requests will be reviewed in accordance with the policy adopted by the Herndon Town Council on September 28, 2010.

The Town does not promote or advocate political or religious events.

The policy recommends when specific recognition should be for Town residents, that youth sports groups be from the greater Herndon area and that organizations have membership, be active and sponsor events and activities in the Town of Herndon.

Three types of recognition are available: 1) at a Town Council meeting; 2) by mail; or 3) at school assemblies or events, depending on availability of Mayor or members of Town Council.

For consideration, please complete and submit the request to the Town Clerk's office at town.clerk@herndon-va.gov or by fax at 703-787-7325.

Date of Request _____

Name/Organization Requesting Recognition _____

Physical Address of Requester/Organization _____

Mailing Address of Requester/Organization _____

Email _____ **Daytime Telephone** _____

Type of Request

Certificate _____
Proclamation _____
Resolution _____

Method of Recognition

Council Meeting _____
Mail _____
Other _____

Description of Recognition _____

Date Requested by _____ (Allow three weeks)

RETURN REQUEST TO:

Office of the Town Clerk
PO Box 427, Herndon
Virginia 20172-0427
Office: 703-435-6804
Fax: 703-787-7325