



## 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](mailto: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