



CITY OF OAKLEY PROCLAMATION POLICY

PURPOSE

The purpose of this policy is to establish guidelines for the issuance of proclamations.

POLICY

Proclamations are public announcements or recognitions directing attention to local residents, organizations or events. Proclamations are not statements of policy. The Mayor, without formal action of the City Council, may issue proclamations on behalf of the City Council that adhere to these guidelines and are among the proclamations approved on the attached list. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion. Proclamations not included on the attached list may be submitted and brought forth to the City Council for consideration. Proclamations approved by the City Council are authorized to be added to the approved list without further City Council action.

INFORMATION REQUIRED

A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times, are required to be included.

WRITTEN REQUEST

Requests for proclamations must be submitted in writing by the requestor on the standard application. Requests received will be administered by the Office of the City Clerk and must be approved by the Mayor if among the proclamations on the approved

list, or approved by the City Council if not on the approved list. Submission of a request does not guarantee the issuance of a proclamation.

Draft proclamations are encouraged to be submitted with the application to expedite the process.

Only one proclamation will be issued per event.

PRESENTATION OF PROCLAMATION

The person or organization requesting the proclamation must specify whether the proclamation is to be mailed, held for pick-up, or presented during a City Council meeting. Offsite presentations of proclamations are not typical and are at the Mayor's discretion. Presentation at a specific City Council meeting is not guaranteed and must be approved in advance by the City Manager or his/her designee.



Approved Proclamation List

January

Ellis Island Day
Human Trafficking Awareness Month
Martin Luther King, Jr.
National Blood Donor Month-Red Cross
National Law Enforcement Appreciation Day
School Choice Week

February

Black History Month
Sutter Delta Medical Center Day

March

Arbor Week
Cesar Chavez Day
COVID-19 Memorial Day
Girl Scouts Make the World a Better Place Week
Girl Scout Week
Meals on Wheels-March for Meals
Multiple Sclerosis Awareness Week
National Disability Awareness Month
Prescription Drug Abuse Awareness Month
Red Cross Month
Rosie the Riveter Day

Women's History Month

April

Alcohol Awareness Month

Child Abuse Prevention Month

Children's Memorial Day

Days of Remembrance (Holocaust)

Difference Makers International Day

Earth Day

Fair Housing Month

National Autism Acceptance Month

National Autism Awareness Month

National Gardening Month

National Library Week

National Service Recognition Day

National Volunteer Week

Oakley Science Week

Sexual Assault Awareness Month

Week of the Young Child

West Nile Virus and Mosquito & Vector Control Awareness Week

May

Building Safety Month

Contra Costa County Fair Week

Emergency Medical Service Week

Global Love Day

Law Day

Loyalty Day

Lupus Awareness Month

Memorial Day

Mental Health Month

Helping Hands Day
Motorcycle Awareness Month
Municipal Clerks Week
National Asian Pacific American Month
National Association of Insurance Women Week
National Day of Prayer
National Police Memorial Day
National Police Week
National Public Works Week
National Safe Boating Week
National Teachers Day / The Day of the Teacher
Reading Festival Weekend
Silver Star (Banner) Day
Special Districts Week
Wellness City Challenge

June

Affordable Housing Week
CA Safe Digging Month
Elder & Dependent Adult Abuse Awareness Month
Immigrant Heritage Month
Juneteenth
National Cancer Survivors Day-Quest for a Cure
Pride Month (LGBTQ+)
Relay for Life on the Delta and Paint the Town Purple Day

July

Muscular Dystrophy Day
Parks & Recreation Month

August

International Overdose Awareness Day

National Night Out

National Women's Equality Day

Never Give Up Day

September

CA Coastal Cleanup Day

Childhood Cancer Awareness Month

Constitution Week

Disabled American Veterans Day

Falls Prevention Awareness Week

Labor Day

Library Card Sign Up Month

Life Insurance Awareness Month

National Library Month

National Preparedness Month

National Service Dog Month

Patriot Day (recognizing 9/11/2001)

Pedestrian Safety Month

Peripheral Artery Disease Month (PAD)

School's Open-Drive Carefully campaign

Suicide Prevention & Action Month

September-October

National Hispanic Heritage Month

October

Annual East County Hunger Walk

Breast Cancer Awareness Month

CA Farmer / Farmworker Month

Community Planning Month

Contra Costa Childcare Council Day

Domestic Violence Awareness Month

Family History Month
Fire Prevention Week
Freedom from Workplace Bullies Week
John Muir Community Health Fund Day
Make-a-Wish Day
National Friends of Libraries Week
Red Ribbon Week (drug prevention)
Shelter-in-Place Education Day
Teen Read Week

November

Bells of Peace-WWI Armistice Remembrance (11/11, 11a.m.)
Epilepsy Awareness Month
Law Enforcement Records & Support Personnel Appreciation Day
Lung Cancer Awareness Month
National Family Week
National Homeless Awareness Month
National Radiologic Technology Week
Transgender Awareness Week
United Against Hate Week

December

National Pearl Harbor Remembrance Day

Miscellaneous

100th Birthday celebration of Oakley resident
5-1-1 Contra Costa program
Armed Forces service recognition
Artist of the Year
Autonomous Vehicle Testing as a Public Safety and Economic Development Initiative
Businessperson of the Year
Cesar Chavez East County Educator Award

Cesar Chavez Spirit Award
Citizenship / Citizen of the Year
Community / Civic / Humanitarian Service recognition
Contra Costa Board of Supervisors service
Contra Costa Commission for Women Hall of Fame inductees
Distinguished Schools
Eagle Scout recognition
Earn It! Keep It! Save It! Programs & Volunteers service recognition
East Contra Costa Fire Protection District Board
East Contra Costa Historical Society
East County Reads
Girl Scout Gold Award
Girl Scout of USA anniversary
Gospel Choir Celebration Concert
It's a Girl Thing-Award of Excellence
Library Anniversary
LUHSD Athletic Hall of Fame inductees
LUHSD Graduates of Distinction
Mayor for Year of Service
Ministry Service
Mt. Diablo Habitat for Humanity recognition
National Wildlife Federation's "Mayors' Monarch Pledge"
Oakley Youth Advisory Committee service
Outstanding Academic Achievement
Outstanding Athletic Achievement
Outstanding Athletic Coach / Director
Outgoing City staff (Chief of Police, City Clerk, City Manager)
Outgoing Councilmember
Outgoing General Manager-Special District
Patriot Guard Riders service
Planning Commissioner service
Playful City USA

Police Officer recognition for life-saving action

Postmaster of City of Oakley service

Retiring K-9 service dog

Retiring school superintendent

Retiring school board member

Special District Anniversary

Sports Team accomplishments (on and off field success)