

Request for Recognition- Miscellaneous

Municipality of the County of Annapolis



Date of Planned Event (if applicable): _____

When at all possible, please ensure this completed form is submitted to the County of Annapolis at 752 St George Street, Annapolis Royal, or via email to info@annapoliscounty.ca AT LEAST 8 weeks prior to the date of the event to allow for preparation of the certificate.

Type of Recognition: Please check one

- Volunteer(s) Community Organization
- Athlete/School/ Community Clubs or Teams for National or International Achievements Land or Gift Donors
- Resident(s) Who Performed Act of Heroism or Philanthropy
- Resident Serving on Councils, Boards or Committees of the County of Annapolis

Would you like this certificate emailed/mailed to the recipient or held at the front desk for pickup? Email Mail Held at front desk for pickup

Name of Recipient(s):

First Name: _____ **Last Name:** _____

First Name: _____ **Last Name:** _____

Contact Information for Recipient(s):

Phone Number(s): _____

Email or Mailing Address(es): _____

Name of Person or Organization Submitting This Request:

Contact Information for Person or Organization Submitting This Request:

Phone Number: _____

Email Address: _____

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Please provide a brief description of the reason you believe this person(s) is deserving of recognition.

As per section 2.5 of POLICY 138 RECOGNITIONS, The County may be requested to provide acknowledgement of an outstanding contribution by an individual or group or simply to mark a special occasion. This may include:

- volunteers or community organizations that, in the opinion of Municipal Council, should be recognized for service of longstanding or significant contributions to the community
- athletes, school / community clubs or teams for provincial, national or international achievements
- donors providing gifts or land or other items
- residents who have performed acts of heroism or philanthropy
- residents serving on councils, boards or advisory committees of the County of Annapolis.

In these cases, the Municipal Council shall have discretion whether an acknowledgement by the County is provided.

For Internal Use Only: Receiving staff: *please direct this completed form (or email) to the Administrative Clerk for Corporate Services.*

Date Form Received: _____

Date Recognition Sent/Presented: _____

Method of Presentation: _____ **Completed By:** _____