

City of Los Alamitos
Administrative Regulation

Regulation	1.21	<p>DocuSigned by: <i>Chet Simmons</i> 040A80B8E29D4EE</p> <hr/> Chet Simmons, City Manager
Title	Certificate Request Program	
Authority	City Manager	
Date	07/30/2025	
Revised:		

- 1. Purpose:** The purpose of this policy is to establish fair and consistent criteria and procedures for recognizing individuals, special occasions, organizations, and businesses through proclamations, commendations, or certificates of recognition.
- 2. Application:** This policy applies to all employees, Council Members, Commissioners, and the general public.
- 3. Administration:** The City Clerk’s Office is responsible for processing, preparing, and issuing all proclamations, commendations, and certificates of recognition.
- 4. General Information:**
 - Requests must be submitted at least 30 days in advance of the intended presentation date.
 - Late or incomplete requests may be denied.
 - The City Clerk’s Office will determine the appropriate type of award and ensure that it aligns with City policies and values.
 - Awards will be finalized and ready for pick-up or delivery one week prior to the presentation date.
 - Request forms are available online and may be submitted via email to cityclerk@cityoflosalamitos.org.

5. Award Criteria:

Eligible Awards

Commendations and Certificates of Recognition are typically reserved for:

- Individuals, teams, or organizations demonstrating notable community service or long-term impact.
- Businesses or local events of significance.
- Major life milestones (e.g., 100+ year birthdays).
- Ribbon cuttings or grand openings.

Proclamations are generally reserved for:

- Special observances of days, weeks, or months.
- Significant state, regional, or national events.

Ineligible Requests

Requests will not be granted if they are:

- Generic, commercial, overtly religious, or political in nature.
- Inconsistent with the values of the City of Los Alamitos.
- Not locally focused.

6. Request Procedure:

All requests for proclamations, commendations, or certificates of recognition must be submitted to the City Clerk's Office using the designated form. The form requires the following information:

1. Award type requested
2. Contact name
3. Contact email
4. Name of honoree
5. Date of presentation
6. Council involvement (if applicable)
7. Background information about the honoree
8. Preferred pick-up method

7. Process:

- The City Clerk's Office will acknowledge receipt of the request.
- If additional information is required, staff will contact the requester.
- Once finalized, the City Clerk's Office will notify the requester to confirm pick-up or delivery.
- Awards may be presented during City Council meetings. The City Clerk's Office will coordinate presentation logistics (e.g., whether the Mayor or a Department Head will present the award).



CITY OF LOS ALAMITOS CEREMONIAL AWARD REQUEST

City Clerk's Office
3191 Katella Ave., Los Alamitos, CA 90720
Email: cityclerk@cityoflosalamitos.org

Type of Award: Certificate of Recognition Proclamation Commendation
Presentation: Framed Blue Folder City Logo Folder
(Final award type and frame/jacket will be determined by the City Clerk's office)

REQUESTOR (Department/Person Submitting the request):

Name: _____

Email: _____ Contact Number: _____

HONOREE

Name: _____

Email: _____ Contact Number: _____

Reason/Event: _____

DETAILS

Award Presentation Date: _____

Who will coordinate with Honoree for attendance: Requestor City Clerk Staff

Will the award be presented during a Council meeting? Yes No

Who will present the award: Mayor Staff: _____

When not presented at a Council meeting, where will the completed award go:

Contact the Requestor for pick up Provide to: _____ Mail

Please provide name, history, and facts for the honoree. Include samples and websites when available:
(Attach additional sheets if needed)

Completed requests for awards shall be submitted 30 days before the presentation date. All awards produced by the City Clerk's Office are signed by the Mayor. Include multiple certificate recipients on one form.
Email completed forms and/or question to, the City Clerk's Office at cityclerk@cityoflosalamitos.org