

<b>CASWELL COUNTY POLICIES AND PROCEDURES</b>				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 1

### **Proclamation Request Guidelines and Procedures**

Proclamations are ceremonial in nature and are provided by the Caswell County Board of County Commissioners as a service to Caswell County residents, employers, and County employees, with the goal of honoring and celebrating Caswell's people and events and increasing awareness of noteworthy issues among citizens throughout the County. These public service documents are strictly honorary and are not legally binding. Issuance of a proclamation does not necessarily constitute an endorsement by the Caswell County government.

Proclamations are reviewed on a case-by-case basis to ensure compliance with these guidelines and procedures. For consistency and to ensure we are treating everyone equitably, the Caswell County Board of County Commissioners will only issue a proclamation that complies with the guidelines. For additional information or questions, please contact the County Clerk's Office at (336) 694-4193 x 201.

#### **Guidelines**

1. We will only issue proclamations for Caswell residents or for Caswell County events, Community Service Organizations located in Caswell County and achievements associated with local schools.
2. For retirement proclamations the person must have been employed with their current employer for 25 years or more.
3. For birthday proclamations the person must be at least 75 years of age with increments of 5 years thereafter.
4. For wedding, church, or pastoral anniversary proclamations the anniversary must be 25 years or more with increments of 5 years thereafter.
5. Any proclamation request for a County board, commission or committee member must be approved in advance by the Caswell County Clerk to the Board of County Commissioners.
6. Any proclamation request for a County employee must be approved in advance by the department director.
7. Annual or other repeat requests must be made in writing for each occasion in accordance with these guidelines. Proclamations are not automatically renewed.

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 2

8. Only a County-recognized event, sponsored in whole or in part by the Caswell County government, may be used as part of an advertisement or commercial promotion.

Unfortunately, we cannot issue proclamations for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

We will not issue proclamations taking sides in matters of a political issue, addressing personal convictions, campaigns, or events.

Generally, we will not issue backdated proclamations.

### Procedure

All requests for proclamations must be received in writing to the Caswell County County Clerk's Office at least one month prior to the date when the proclamation is needed. To make a request please send an email with "Request for Proclamation" in the subject line to [pseamster@caswellcountync.gov](mailto:pseamster@caswellcountync.gov) or mail the request to the County Clerk's Office, Caswell County, P.O Box 98, Yanceyville, NC 27379. Each request must be accompanied by the name, telephone number and email address of a person who can answer questions about the proposed proclamation. We regret that we cannot honor phone requests.

Individuals or organizations seeking a proclamation must include the following information with the request:

- Name of organization;
- Proposed text for the proclamation, including facts about the subject matter and enough information to make four points. Avoid repetition, and emphasize the most important items or issues. (Please use sample proclamations provided, change as needed);
- Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed;
- Date of the proclamation presentation;
- Date the proclamation is needed; and
- Action to be taken when the proclamation is ready for pickup (person to be notified either by telephone or email when the proclamation is ready).

Any draft language submitted is subject to editing or revisions.

<b>CASWELL COUNTY POLICIES AND PROCEDURES</b>				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 3

Once a proclamation request is made, the County Clerk, on behalf of the Caswell County Board of County Commissioners, will contact the person requesting the proclamation to notify them of the status of the request.

The original proclamation will be issued to the individual or organization (including individual recipients) at no cost.

All proclamations must be picked up at the County Clerk's Office unless prior arrangements are made. The following sample proclamations may be used as a guide when preparing your request and are available on the County's website:

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 4

## Birthday Proclamation

### *RECOGNIZING AND HONORING [Insert Name] ON THE OCCASION OF HIS [Insert Age]<sup>TH</sup> BIRTHDAY*

*WHEREAS*, [Insert Name] was born in Raleigh, North Carolina on [Insert Date of Birth] to [Insert Parent(s) Name(s)], and is being honored by friends and relatives on this birthday; and

*WHEREAS*, [Insert Name] and his wife, [Insert Name] were married in [Insert Year] [Insert Details of Marriage if Desired]. [Insert Name] and [Insert Name] were married for [Insert Number] years.

*WHEREAS*, [Insert Name] was a hard worker and felt that in order to get anywhere in life one must work hard to reach all of your accomplishments. [Insert Name] worked at a relatives service station growing up and in 1945 he purchased a lot and built a service station in Caswell County.

*WHEREAS*, [Insert Name] committed his life to the development of Caswell County Youth. He willingly donated time, resources, guidance, wisdom and knowledge for decades to the Caswell County Parks and Recreation Department. [Insert Name] is an avid baseball fan and he spent many a nights at the ballpark helping in the concession stand and watching games being played.

*WHEREAS*, [Insert Name]'s family and friends wish to honor him on this special occasion and to thank him for his caring, sharing spirit; for his commandment of respect and the acceptance of nothing less; and for allowing them to be a part of his life.

*NOW, THEREFORE*, I, [Insert Name], [Insert Title], on behalf of the Caswell County Board of County Commissioners, do hereby extend best wishes to [Insert Name] on the occasion of his [Insert Age]th birthday, with sincere congratulations for many more happy and productive years.

*PROCLAIMED* this 12th day of July, 2016.

Attest:

\_\_\_\_\_  
Paula P. Seamster  
Clerk to the Board

\_\_\_\_\_  
[Insert Name], Chairman  
Caswell County Board of Commissioners

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 5

## Anniversary (Business) Proclamation

### *RECOGNIZING THE FIFTY YEAR ANNIVERSARY OF [INSERT NAME]*

*WHEREAS*, in [Insert Year] [Insert Name(s)], a young couple from [Insert Place], North Carolina drove to Caswell County to visit a [Insert Type of Business] that they heard was for sale. [Insert Name] made the decision to buy it after [Insert Name] offered to sell it to them.

*WHEREAS*, when they purchased the store from [Insert Name] it was the [Insert Previous Uses if Desired].

*WHEREAS*, under the ownership of [Insert Name], a [Insert Profession] they began their business of [Insert Name of Business].

*WHEREAS*, throughout their 35 years in the store, they worked hard to maintain economic viability and preserve Caswell's business climate, [Insert Unique Details]

*NOW, THEREFORE*, I, [Insert Name], Chairman, on behalf of the Caswell County Board of County Commissioners, do hereby recognize the fifty year anniversary of [Insert Name]. I thank [Owner(s)] and for contributing their skills and business acumen to Caswell County and making it a most enjoyable shopping experience for the citizens of Caswell County. I wish you continued success in your endeavors in the years to come.

*PROCLAIMED* this 6<sup>th</sup> day of May, 2007.

Attest:

\_\_\_\_\_  
Paula P. Seamster  
Clerk to the Board

\_\_\_\_\_  
[Insert Name], Chairman  
Caswell County Board of Commissioners

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 6

## Retirement Proclamation

### *HONORING [INSERT NAME] UPON HIS RETIREMENT*

*WHEREAS*, custodians are very important to the Caswell County Public School System, keeping schools clean and safe for our children.

*WHEREAS*, [Insert Name] served at [Insert Name] Elementary as a custodian for years over [Insert Number of Years] years.

*WHEREAS*, [Insert Name] made a lasting contribution at [Insert Name] Elementary by interacting with the students, and serving as a friend and role model to them throughout his career.

*WHEREAS*, [Insert Name] is an extraordinary, hardworking, dutiful and loving husband and father. He is a faithful member of [Insert Name if Desired] Church in [Insert Name], and a generous helper in all parts of his community.

*WHEREAS*, during his time at [Insert Name] Elementary, [Insert Name] did anything that was necessary to assure that [Insert Name] Elementary was just the way it should be for the benefit of all. He showed exemplary pride in every phase of his job.

*WHEREAS*, [Insert Name] is leaving [Insert Name] Elementary for a new adventure and his smiling, friendly face will be missed by the students, staff and parents. His service to [Insert Name] Elementary was exemplary and worthy of special notice.

*NOW, THEREFORE*, I, [Insert Name], Chairman, on behalf of the Caswell County Board of County Commissioners, do hereby join the teachers, staff and students of [Insert Name] Elementary in expressing appreciation to [Insert Name] for his loyal and dedicated service. I extend my personal best wishes upon his retirement and for continued success in life's pursuits. May God continue to bless you and your family.

*PROCLAIMED* this 23<sup>rd</sup> day of October, 2016.

Attest:

\_\_\_\_\_  
Paula P. Seamster  
Clerk to the Board

\_\_\_\_\_  
[Insert Name], Chairman  
Caswell County Board of Commissioners

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 7

## Arts and Humanities Month

### *RECOGNIZING OCTOBER 2016 AS ARTS AND HUMANITIES MONTH IN THE CASWELL COUNTY*

*WHEREAS*, the Caswell County is home to many cultural organizations that enrich the lives of our citizens every day through a wide range of programs, classes, festivals, and events that celebrate the value of the arts and humanities in elevating the human spirit.

*WHEREAS*, the arts and humanities embody much of the accumulated wisdom, intellect and imagination of humankind.

*WHEREAS*, Caswell provides numerous opportunities throughout the year to citizens to enjoy art exhibitions; learn from historical lectures; attend theatre performances, concerts and musical events; see dancers take breathtaking leaps and bounds; come together to celebrate colorful festivals and celebrations; and discuss public art throughout our community.

*WHEREAS*, last year over [Insert Number] people attended over [Insert Number] events and performances, over [Insert Number] people took over [Insert Number] classes in arts and humanities, over [Insert Number] hours were spent in studios creating art, approximately [Insert Number] residents performed on stage in Caswell, and about [Insert Number] volunteers helped create this rich, creative environment.

*WHEREAS*, for more than two decades the month of October has been recognized and celebrated as National Arts and Humanities Month by thousands of arts and cultural organizations, communities, and states across the country, as well as by the White House and Congress.

*NOW, THEREFORE*, I [Insert Name], Chairman, on behalf of the Caswell County Board of County Commissioners, do hereby proclaim October as Arts and Humanities Month in the Caswell County, North Carolina, and call upon Caswell residents to celebrate, participate and promote the arts and humanities in our community.

*PROCLAIMED* this 27<sup>th</sup> day of September, 2016.

Attest:

\_\_\_\_\_  
Paula P. Seamster  
Clerk to the Board

\_\_\_\_\_  
[Insert Name], Chairman  
Caswell County Board of Commissioners

Adopted March 21, 2016

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 8

## Lyme Disease Proclamation

### *RECOGNIZING SEPTEMBER, 2016 AS "LYME DISEASE AWARENESS MONTH" IN CASWELL COUNTY*

*WHEREAS*, Lyme disease is caused by a bacteria carried by infected ticks. Tick exposure is highest while engaging in outdoor activities during the warm summer months.

*WHEREAS*, the Centers for Disease Control and Prevention reports [Insert Number] confirmed and [Insert Number] probable Lyme cases in North Carolina in [Insert Year], which is the most recent year that statistics are available on their website. Their statistics also show a steady increase in Lyme cases in the United States since [Insert Year].

*WHEREAS*, Lyme disease is difficult to diagnose because it imitates other conditions and laboratory tests are sometimes not reliable. Early indicators of infection include an expanding red rash, flu-like symptoms characterized by chills, headache, fatigue, muscle and joint aches and swollen lymph nodes.

*WHEREAS*, the best solution to combat the threat of Lyme disease is awareness and education about the seriousness of the illness and the need to practice personal preventative techniques when engaging in outdoor activities, such as frequent tick checks, use of tick repellent and proper tick removal.

*NOW, THEREFORE*, I [Insert Name], Chairman, on behalf of the Caswell County Board of County Commissioners, do hereby proclaim September [Insert Year] as "**Lyme Disease Awareness Month**" in Caswell County to draw attention to this growing health problem and the importance of prevention, early detection and treatment.

*FURTHERMORE*, I encourage Caswell County residents to become educated about Lyme disease and take appropriate prevention precautions.

*PROCLAIMED* this 8<sup>th</sup> day of September, 2016.

Attest:

\_\_\_\_\_  
Paula P. Seamster  
Clerk to the Board

\_\_\_\_\_  
[Insert Name], Chairman  
Caswell County Board of Commissioners



CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 9

## CASWELL COUNTY, N. C. PROCLAMATION

**WHEREAS**, the Purple Heart is the oldest military decoration in present use and was created as a Badge of Military Merit by General George Washington in 1782; and

**WHEREAS**, the Purple Heart is awarded to those who have been wounded or killed while serving the United States against opposing forces; and

**WHEREAS**, The Military Order of the Purple Heart was chartered by congress to foster an environment of good will among combat wounded veterans and their families, to promote patriotism, to support legislative initiatives and to make sure we never forget the sacrifices our veterans have made; and

**WHEREAS**, since its inception through all the wars and conflicts it has been awarded to over a million veterans that were wounded or killed in action; and

**WHEREAS**, Caswell County has many Veterans from all wars and conflicts: let us hereby recognize them for their sacrifices, and

**NOW, THEREFORE, BE IT PROCLAIMED** by the Caswell County Board of Commissioners that Caswell County is a:

### **“Purple Heart County in the State of North Carolina”**

and are hereby honored to bestow honor and gratitude to all combat wounded and killed in action veterans who protect our freedom from all communities in Caswell County.

Adopted this 16<sup>th</sup> day of June, 2014.

Attest:

\_\_\_\_\_  
Paula P. Seamster  
Clerk to the Board

\_\_\_\_\_  
[Insert Name], Chairman  
Caswell County Board of Commissioners

Adopted March 21, 2016

<b>CASWELL COUNTY POLICIES AND PROCEDURES</b>				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 10

PROCLAMATION

*In Recognition Of*

**CHIEF WARRANT OFFICER BERNARD SATTERFIELD**

**May 6, 2013**

**WHEREAS**, throughout our history, courageous men and women have donned the uniform of our Armed Forces and built a noble tradition of faithful and dedicated service to our County, State and Nation in order to preserve our freedoms and Chief Warrant Officer Bernard Satterfield is one of those courageous men; and

**WHEREAS**, Bernard Satterfield attended and graduated from Bartlett Yancey High School in 1973, Yanceyville – Caswell County, NC; and

**WHEREAS**, Private Bernard Satterfield entered active duty in September 1973 at Fort Jackson, South Carolina for Basic Combat Training; and

**WHEREAS**, he served in various mechanical maintenance positions supporting an array of Army units including tours in Germany (2), Korea (2), Panama, South West Asia-Kuwait, Saudi Arabia & Iraq (3), and posts across the United States; and

**WHEREAS**, in 1984, CW5 Satterfield was appointed to the Warrant Officer Corps. His first assignment was with the Sergeant York Test Battery at Fort Bliss, Texas, where he served as Battery Maintenance Technician. Next, he was assigned to the 233d Transportation Company (Heavy Equipment Transport) as the Unit Maintenance Technician; and

**WHEREAS**, CW5 Satterfield is a Life Member of Veterans of Foreign Wars Post 7316 in Yanceyville – Caswell County, NC; and

**WHEREAS**, from 1987 – 1999, CW5 Satterfield served in Republic of Panama, Fort Bragg, Operations Desert Storm/Shield, Republic of South Korea, and Camp Doha, Kuwait; and

**WHEREAS**, from 1999 to Retirement, CW5 Satterfield served in Kuwait, Republic of South Korea, Ft. Bragg, Fort Lee, and Al Asad Air Base in Western Iraq; and

**WHEREAS**, as of July 2013 CW5 Satterfield will end his career of over 40 years as a Staff Logistician with the Forces Command (FORSCOM) Fort Bragg, North Carolina; and

**WHEREAS**, CW5 Satterfield’s military education includes the Logistic Management Development Course, Inspector General’s Course, certified Acquisition Life Cycle Logistics (Level I), and the Contracting Officer’s Representative Course. He holds a Bachelor’s degree in Management from the University of Maryland and a Master’s degree in Public Administration from Webster University. Certified as a Demonstrated Master Logistician (DML)-SOLE-The International Society of Logistics; and

**WHEREAS**, his military awards and decorations include the Legion of Merit, Bronze Star, Meritorious Service Medal, Army Commendation Medal, Army Achievement Medal, Good Conduct Medal, National Defense

Adopted March 21, 2016

CASWELL COUNTY POLICIES AND PROCEDURES				
Policy Number:	7	Title:	PROCLAMATION REQUEST GUIDELINES AND PROCEDURES CASWELL COUNTY BOARD OF COMMISSIONERS	
Date of Adoption:	3/21/16	Date of Last Revision:	12/4/17	Page 11

Service Medal, Arms Forces Expeditionary Medal, Southwest Asia Service Medal, Iraqi Campaign Medal, Global War on Terrorism Service Medal, Korea Defense Service Medal, Armed Forces Service Medal, Humanitarian Service Medal, NCO Development Ribbon, Army Service Ribbon, Overseas Ribbon, Kuwait Liberation Medal (SA), Kuwait Liberation Medal (KU), Army Superior Unit Award, the Parachutist Badge and the German and Belgium Airborne Proficiency Badges; and

**WHEREAS**, CW5 Satterfield is the recipient of the General Brehon S. Somervell Medal for Excellence as a multifunctional logistician & the Ordnance Order of Samuel Sharp for service to the United States Ordnance Corps and an active life member of the U.S. Army Ordnance Corps Association, the U.S. Army Warrant Officer Association Bragg Silver Chapter, the Veterans of Foreign Wars and Disabled American Veterans; and

**WHEREAS**, CW5 Satterfield is married to Deirdre Daley and has one son, Steven, who lives in Fayetteville, North Carolina; and

**NOW, THEREFORE BE IT PROCLAIMED**, that the Board of County Commissioners, on behalf of the citizens of Caswell County, commends and congratulates Chief Warrant Officer Bernard Satterfield on his retirement; and

**BE IT FURTHER PROCLAIMED**, that the Board of County Commissioners of Caswell County expresses its appreciation to Chief Warrant Officer Bernard Satterfield for over 40 years of faithful and dedicated service in the Armed Forces for our County, State and Nation.

This the 6th day of May, 2013.

ATTEST:

\_\_\_\_\_  
 [Insert Name], Chair  
 Caswell County Board of Commissioners

\_\_\_\_\_  
 Paula P. Seamster  
 Clerk to the Board