

Charles County Commissioners  
Request for recognition form

*revised 12/06/2018*

**Check one:**

County Seal \_\_\_\_\_ (grand openings/ribbon cutting ceremonies)

Certificate of Appreciation \_\_\_\_\_ (birthdays, retirements, anniversaries, Eagle Scout, special events, etc.)

Citation \_\_\_\_\_ (County Retirees and special 100+ birthdays)

Proclamation \_\_\_\_\_ \*Please attach suggested proclamation wording to this form

**Occasion:**

\*Anniversary: \_\_\_\_\_ \*\*Birthday (include which #, i.e. 60<sup>th</sup>)

Retirement (fill out information below): \_\_\_\_\_ Other: \_\_\_\_\_

Full Name(s): \_\_\_\_\_  
First Middle Last

(Employee's) Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_ # Years Worked for Agency: \_\_\_\_\_

Date Started Service: \_\_\_\_\_ Last Day of Service: \_\_\_\_\_

\*Date of Anniversary: \_\_\_\_\_ \*\*Date of Birthday: \_\_\_\_\_

Date of Presentation/Ceremony, etc.: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Date to appear on Seal/Certificate of Appreciation: \_\_\_\_\_

Suggested wording (15-20 words, personalized as to service rendered). NOTE: We have standard suggested wording for anniversary, birthday & retirement requests. It is not necessary to fill in the space below unless you want to mention something specific about the person(s). **We reserve the right to edit wording based on space availability.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact to call when items(s) are ready for pick-up: (Include name, mailing address, home #, work #, fax #, email):

\_\_\_\_\_

**Submit your request by fax (301) 645-0560 or mail to:**

**Charles County Commissioners Office  
Post Office Box 2150  
La Plata, Maryland 20646  
(301) 645-0550, (301) 870-3000**

***PLEASE ALLOW FIFTEEN (15) WORKING DAYS TO PROCESS YOUR REQUEST  
(Recognition item may change due to protocol)***

*Commissioner's Approval*

*RBCII* \_\_\_\_\_ *BOB* \_\_\_\_\_ *TOC* \_\_\_\_\_ *AS* \_\_\_\_\_ *BR* \_\_\_\_\_