

Governor Daniel J. McKee's office is happy to offer various forms of recognition and congratulatory documents. These documents can be requested on the Constituent Services Webpage. Below, please find what we offer and their requirements.

### **CITATION**

Governor McKee is happy to recognize specific achievements such as,

- Anniversary
- Milestone Birthday
- Boy Scout Eagle Scout Award
- Girl Scout Gold Award
- Retirement
- or a similar achievement

### **PROCLAMATION**

A proclamation is issued to honor, celebrate, or create awareness of an event or significant issue. For example,

- Breast Cancer Awareness Month
- Day of Remembrance 9/11
- Mental Health Awareness Month
- Water Safety Month

### **LETTER OF GREETING**

A letter of greeting is issued to help organizations celebrate special events held in the State of Rhode Island. These letters are not issued for personal events such as weddings or family reunions. These typically include business and professional conferences, cultural festivals, non-profit fundraising benefits, and other significant events. Letters will be issued when requested by,

- Rhode Island state agencies and organizations
- National and international organizations holding conferences and other significant events in Rhode Island.

### **Guidelines**

- All requests are considered on a case-by-case basis.
- To ensure timely delivery, all citation requests must be received at least 10 business days before the date needed or the print date. Please include a date the document is needed by and the method by which you would like to receive the document.
- To ensure timely delivery, all proclamation requests must be received at least 30 business days before the date needed or the print date. Please include a date the document is needed by and the method by which you would like to receive the document.
- Proclamations and Letters of Greeting requests are not annually renewed. New requests must be made each year.

- Requests must come from Rhode Island residents. This includes requests from national, international, and out-of-state organizations.
- The Governor's Office reserves the right to approve or decline any request and to edit any drafted material for final wording.
- The issuance of a proclamation or letter of greeting does not indicate or imply a policy endorsement from the Governor or the Governor's Office.
- Digital citations may be requested for a faster turnaround time, subject to review Governor's Communications Office.
- Please complete the [EVENT SHEET](#) if the Governor's presence is required

Please contact us at 401-222-2080 or [governor@governor.ri.gov](mailto:governor@governor.ri.gov) if you have any further questions.