

## TOWN OF PARADISE VALLEY

### Recognition of Individuals, Groups or Organizations Policy

**Purpose of policy:** The purpose of this policy is to set standard guidelines to formally recognize individuals, groups or organizations who have contributed to the betterment of the Town of Paradise Valley.

**Policy statement:** The Paradise Valley Town Council (Council) may decide to formally recognize individuals, groups or organizations at any given time, through various means, such as, but not limited to, plaques, portraits, statues, monuments or naming of a Town facility for a special service, job held or any other reason deemed appropriate. All recognitions shall be approved by a majority vote of the Council. The Town of Paradise Valley (Town) shall incur all initial and maintenance costs associated with the recognition unless the Council deems funds shall be incurred by another source. Recognitions by lowering the flag shall be in accordance with the Flag Protocol Policy #16. Recognitions by First Responders are not addressed in this policy.

#### **The following information shall be included in the Town Recognition Request Form (Request Form):**

1. Name of individual, group or organization for the proposed recognition;
2. Proposed type of recognition – plaque, portrait, statue, monument or naming of a Town facility such as a building, structure, room or property owned by the Town of Paradise Valley; <sup>L</sup><sub>SEP</sub>
3. Name of individual or entity making the request and contact information;
4. A written summary that includes information about the individual, group or organization for the recognition including any supporting documents;
5. If the Council deems the recognition to be paid using an outside source, the requesting individual or entity shall provide a detail of how funds will be raised;
6. Suggested wording to be printed on the Town recognition.
7. Consent by the individual, group or organization for whom the Town would recognize or, in the case of a deceased individual, no consent is needed;

### **Guidelines For Recognition:**

1. Recognitions should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary priority;
2. Recognitions shall not detract from visitors' experience or expectation, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest;
3. The contributions of the individual, group or organization recognized shall be thoroughly explained including community service, involvement or dedication beyond an ordinary interest level that clearly resulted in tangible benefits to the Town. Such tangible benefits to the Town may include:
  - a. Enhanced well-being and quality of life for Town residents;
  - b. Preservation of the Town's history;
  - c. Contributions toward the acquisition, development or conveyance of land, buildings, structures or other amenities to the Town;
  - d. Local, state or national recognition for work in public service that directly impacted the Town;
  - e. Any other contribution that resulted in tangible benefits to the Town or Town residents.
4. The Council reserves the right to rescind or relocate any installed recognition of an individual, group or organization if it determines that it is in the best interest of the Town.

### **Procedure:**

All Recognition Requests shall be written using the Request Form and shall be sent to the Town of Paradise Valley Historical Advisory Committee. The Committee shall review all Request Forms to ensure all guidelines are met. Once finalized and approved for recommendation, the Committee shall submit the Request Form to the Council for final review and consideration. If the Request Form is incomplete or does not adhere to the policy guidelines, the Committee shall send it back to the requesting party. The Council will have final authority for all recognitions and any wording inscribed on the recognition.

**TOWN OF PARADISE VALLEY  
RECOGNITION REQUEST FORM**

**Name of Individual, Group or Organization for proposed recognition:**

**Proposed type of Recognition** (such as plaque, portrait, statue, monument):

**Name of individual or entity making the request and contact information:**

- **Contact Person:**
  - **Address:**
  - **Phone:**
  - **Email:**
- **Entity making request if other than contact person:**

**Thoroughly explain the contributions of the individual, group, or organization to be recognized that resulted in tangible benefits to the Town.**

**If the Town Council deems this recognition to be paid from an outside source, provide a detail of how funds will be raised.**

**Suggested wording to be printed on Town recognition.**

**Has the individual, group, or organization consented to being recognized by the Town?**

**Date submitted to TPV Historical Advisory Committee:**

**Signature of Contact Person:**

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Date approved by TPV Historical Advisory Committee and sent to Town Council: