

Board Meeting Presentation Requests

If you are interested in presenting a proclamation, PowerPoint, or speaking at an upcoming Board of Supervisors meeting, please fill out the following form and send it to the contact information below. Please be advised that there will be a **LIMITED** number of presentations allowed per Board of Supervisors meeting and we may not be able to fill all requests.

[Board Presentation Request Form](#)

Recognition Requests

Requests for certificate(s) or proclamation(s) may be submitted via email. If you are submitting your request via email to Kerstin Justus, please include all of the required information (as outlined below), along with the necessary attachments to ensure that your request is processed. All attachments should be in either .doc, .docx, .xlxs or .xls format. In the event that you do not have computer access, or you are unable to submit your request electronically, you can mail or fax your request to our office:

The Office of Supervisor Kevin Jeffries
Attn: Kerstin Justus
4080 Lemon Street, 5th floor, Riverside, CA 92501

Kjustus@rivco.org
(951) 955-1010 Phone
(951) 955-1019 Fax

Each Presentation request should include a member of the Board of Supervisors as the “Sponsor”, who has agreed to lead the presentation at the meeting. That member can be chosen based on the district they represent, an issue they are involved in, or personal relationship with the honoree.

Certificates

Certificates are for the purpose of acknowledging or honoring an individual or organization for a specific distinction or award. Each certificate will be signed by Supervisor Jeffries, as Chairman of the Board.

You can also request certificates to be signed by the entire Board of Supervisors. If you are requesting a certificate signed by the Board of Supervisors please indicate that under the “Special Request” field.

Guidelines: Your request for certificates must be submitted via email, postal mail, or fax. If you are submitting your request via email request please make sure to include all of the required information, as outlined below. In addition, you must provide specific information about each honoree/event for which you are requesting a certificate.

Timeline: Requests for certificates should be submitted no less than 2 weeks in advance of the event.

Proclamations

Proclamations are formal legal sized documents that are signed by each member of the Board of Supervisors. Proclamations are created for a variety of purposes such as: significant community events, celebratory months/days/weeks, holidays, and to recognize ceremony honorees.

Guidelines: Your request for a proclamation must be submitted via email, hard copy, or fax. Please make sure to include all of the required information, as outlined below. You should also provide sample wording that you would like included in the proclamation.

Timeline: Requests for proclamations should be submitted no less than 4 weeks in advance of the event.

County Departments and outside agencies may submit a request for a formal presentation of the proclamation at a Riverside County Board of Supervisors Meeting. Consideration of any request for a presentation during a Board Meeting will be based upon the subject matter’s relation to the business of the County and will be determined by the Office of the Chair. If you are requesting a board presentation, please indicate that in your request under the “Special Request” field.