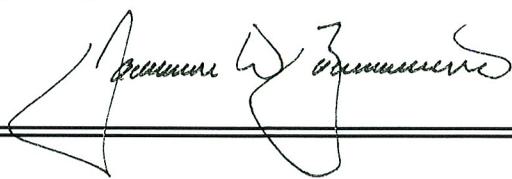
	ADMINISTRATIVE POLICIES & PROCEDURES MANUAL		Subject: GENERAL ADMINISTRATION DUKE AND DUCHESS AWARDS	
	Number GA-23	Revisions 2	Effective Date: 09/28/09	Page 1
	Supersedes	Approved By:  City Manager		

GA-23.0 **PURPOSE**

The purpose of this policy is to establish guidelines for the issuing of Duke and Duchess Awards.

GA-23.1 **POLICY**

All requests for a Duke or Duchess award should be sent to the office of the Mayor. The applications should be applied for ten (10) days prior to the issuance of the award. Applications are available on the City website, www.paducahky.gov. A copy is also attached.

The Duke and Duchess of Paducah awards are issued to those who have contributed in some way to the well being of Paducah, or to honor a special visitor to our City.

- Persons requesting the award must document on the application how the honoree has contributed to the well being of the City. The Mayor and staff will review the application to see if it meets standards for the award.
- WE DO NOT ISSUE DUKE/DUCHESS AWARDS IN GREAT QUANTITIES (example 10-15 at a time).
- We would like for the public to understand that this is a special honor given usually to the top people at a convention or meeting, or to people that have in some way contributed to Paducah.
- With our limited staff, we are not able to handle heavy volumes of requests. We would also like to keep the award representative of a contribution to the community and not issue them in mass numbers.

APPLICATION FOR A PADUCAH, KENTUCKY DUKE/DUCHESS AWARD



Applications must be returned at least 10 days prior for Mayor approval and issuance of award to: General Government, City Hall, P.O. Box 2267, Paducah, KY 42002-2267 or Fax: 443-5058. **Please print clearly.** Thank you!

Name of person to receive award: _____

Address: _____
(Include Street Address, City, State, and Zip Code)

Date on Award: _____

Business or professional organizations of which applicant is a member:

Why do you feel this person should receive a Duke/Duchess Award?
(Examples: Contributions to community, charity or church work, acts of bravery, etc.)

Name of person making request: _____

Address: _____

Phone: _____ Date: _____

Will you pick up award (s) at the Mayor's Office? (Check One) Yes ___ No ___

If no, send to: Name: _____

Address: _____

*Internal Use Only

Received: _____

Mayor Sign-Off: _____

Computer Indexed: _____