

**CITY OF JOHNSTON**  
**RECOGNITION REQUEST FORM**  
www.cityofjohnston.com



Johnston City Hall · 6221 Merle Hay Road · PO Box 410 · Johnston, IA 50131 · 515-278-2344

The City of Johnston provides opportunities to recognize citizens who have excelled in their work. To make a request for public recognition, complete and submit this form.

**REQUESTED BY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone: \_\_\_\_\_

**I would like the following type of recognition:**

- Sports Achievement Award                       Public Service Award  
 Cultural and Academic Achievement Award       Certificate of Appreciation for an act of heroism

**CERTIFICATE INFORMATION** Exactly as it is to appear on the certificate; double-check spelling.

Name of person to be recognized:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Or, name of organization to be recognized:

Organization: \_\_\_\_\_

Date to appear on certificate \_\_\_\_\_

Event or accomplishment to be recognized for: \_\_\_\_\_

**PRESENTATION** Requested date for council meeting presentation.

To be presented at council meeting on \_\_\_\_\_

Please call the City Clerk at 278-2344 to schedule an available date. Only three individuals/groups are presented at each meeting, and requests are accepted on a first-come, first-served basis.

**Contact information for person accepting certificate:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

ATTACH suggested wording, a press release or bullet points containing specific information regarding your event. This will provide the information we need to personalize your recognition.

RETURN the completed form to the City Clerk, 6221 Merle Hay Road, PO Box 410, Johnston, IA 50131-0410; (515) 278-2033 (Fax)