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**INTEROFFICE MEMORANDUM**

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**TO:** GOVERNOR MUSGROVE  
**FROM:** KIMBERLY GROSS  
**SUBJECT:** POLICY ON LETTERS OF SUPPORT AND OTHER CORRESPONDENCE  
**DATE:** 3/7/2002  
**CC:** BILL RENICK, ARMERITA TELL, LEE ANN MAYO, PHILLIP KINNEY

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**LETTERS OF SUPPORT**

The Mississippi Governor's Office will not, under any circumstances, issue a general letter of support without a specific addressee. (**NO**—Dear Sir or Madam: or To whom it may concern)

The Mississippi Governor's Office generally does not issue letters of support for requests within the State of Mississippi. If the letter of endorsement supports a gubernatorial priority (healthcare, education etc.), or is strongly recommended by an associate of the Governor's Office, the following should be considered:

- Mission and history of the organization/program
- Who the organization is applying to
- What other organizations within the state will submit the same or similar applications to the grantor?
- What the request will achieve and how the product will be used (ex. Money allocation, etc.)

The Mississippi Governor's Office generally supports the purpose of Mississippi organizations (public, private, non-profit or association) in regards to federal applications/requests after the review of the following information:

- Mission and history of the organization
- Who the organization is applying to
- What the request will achieve and how the product will be used (ex. Money allocation, etc.)

The Mississippi Governor's Office will not issue letters of endorsement for out of state organizations.

**Deadline** for letters of support: Due to the number of requests and the length of the review process, requests should be submitted 4-6 weeks before pickup or mail date. *Note: A previous letter of support does not guarantee that you will have one every year.*

## LETTERS OF GREETING

Personal letters of greeting from the Governor are issued for the following:

- Organizations (public, private, non-profit or association) award ceremonies, annual meetings, conferences or fundraisers (if the governor is an advocate or plans to attend), including local chapters
- Organizational, church or school programs
- Cultural festivals or visits by government (foreign or U.S. officials)
- Religious events or organizations
- Anniversaries (including business, church, organization, pastoral, and wedding)
- Retirements (including military, teachers, state employees, and elected officials)
- Births, birthdays, weddings (Certificates will be issued for Mississippians celebrating their 100<sup>th</sup> Birthday)
- Family, class or church reunions
- Boy Scouts or Girl Scouts (achievements or gatherings)

Please be aware that the Governor does not issue recognition documents for deceased individuals. However, he will send a personal condolence letter to the family of the deceased.

**Deadline** for greetings: Two (2) weeks prior to pickup or mail date

## CERTIFICATES OF RECOGNITION/LETTERS OF RECOGNITION

Certificates of Recognition or Letters of Recognition are issued for individuals and organizations whose actions or public service has benefited our state as a whole, not just locally.

Certificates or letters are used to honor state champions or Mississippians who have received national recognition in their academic field or sport.

Certificates of Recognition will be issued to Mississippians that are celebrating their 100<sup>th</sup> Birthday.

Certificates of Recognition will be issued to veterans who are being recognized as honorary graduates.

The Mississippi Governor's Office does not grant Honorary Lieutenant Colonel Certificates.

**Deadline** for certificates: 2-4 weeks prior to pickup or mail date

## PROCLAMATIONS

Proclamations focus attention on issues that have statewide relevance and are issued on a yearly basis. They may be issued for the following:

- **Prevention and/or educational awareness for health issues**--statewide only, not locally (ex. Reading Day in Mississippi , Save Your Vision Week, Stroke Awareness Month)
- **Mississippi agricultural products**
- **Occupational appreciation** (ex. Firefighter's Day, Nurse Appreciation Week)
- **National days, weeks, months as proclaimed by the president can be recognized for Mississippi as well** (ex. Breast Cancer Awareness Month, Older Americans Month, Buckle Up America Week) *Note: The governor proclaims for the state; the governor is not able to proclaim for cities or counties.*

Proclamations do not commend individuals or organizations nor do they recognize events or conferences. To recognize or commend individuals or organizations, the Governor sends personal letters of greeting or certificates of recognition. **(CONSIDER: This does not apply right now, we have done proclamations to honor people and organizations, but this would make our policy more uniform because it has previously been at the Governor's discretion. Sometimes he only wants a letter, sometimes he wants a proclamation, if someone wants to know why they didn't get a proclamation, verses John Doe who did, I can't say that it is standard policy, because it is his decision. This may leave him open to public criticism.)**

**Deadline** for proclamations requests: Six (6) weeks prior to pickup or mail date.

### 2002 PROCLAMATION REQUEST GUIDELINES

1. **Draft language and statistics appropriate to Mississippi MUST be attached to your written request.** If your request is to draw the public's attention to a health issue, your draft should state the problem and suggest action to remedy the problem. Your draft may be edited for style, length or content. Additional information such as a brochure or a press release is helpful. *NOTE: A previous proclamation does NOT guarantee one will be issued again.*
2. If there is more than one request for the same proclamation, the first group submitting the request will receive the original. **(CONSIDER: Before, we would print several of the same proclamation because we would get multiple requests for the same proclamation. This would create only one original proclamation.)**
3. **Signing ceremonies are to be arranged with the Governor's scheduler.** Due to the limited number of appointments available and the numerous requests received, we choose groups on a first-come, first-serve basis. When your information is received in full and a date has been set, we will call the contact person and provide information on the date, time and location of the signing ceremony. The governor's photographer will take a group photo that will be mailed to the contact person. *Note: A previous signing ceremony does not guarantee that you will have one every year.*
4. Under no circumstance are proclamations to be altered, reprinted in other media (including the Internet), used for recruiting, reproduced for fundraising solicitations or annual reports,

represented as an endorsement, used for advertising, or used for any other purpose without the express written permission of the Governor's Office.