

## House of Representatives Commendation/Condolence Letter Guidelines

### Appropriate Subject Matter

- Athletes or teams who received league, district, regional, or state honors
- Students who were selected for all-state or all-regional bands, choirs, etc.
- College graduates, college dean's list, high school valedictorians and salutatorians
- Regional or state spelling bee or geography bee winners
- Coaches and team members of championship teams
- Citizen of the Year, Volunteer of the Year, Community Service Awards
- Condolences for persons of importance in the district or someone the representative knew
- Birthdays for those 80 and above
- Milestone wedding anniversaries (i.e., 25<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup> and above)
- Scholastic achievements of high status at district or regional level or higher
- Retirement from significant jobs with district-wide impact
- Outstanding achievements (i.e., Eagle Scouts) or contributions of a district-wide significance
- Ohio entertainers/personalities who are performing or have performed a service specifically for Ohio

### Inappropriate Subject Matter

- Athletes who received varsity letters or school-level honors (MVP, most improved, etc.)
- Students who participated in a school musical, band concert, choir concert
- Kindergarten, eighth-grade, or high school graduates, honor roll/principal's list for high school or elementary students
- School-level spelling bee or geography bee winners
- Principals, superintendents, athletic directors, managers, cheerleaders, trainers, team doctors of championship sports teams
- Human interest stories, citizen of the day, know your neighbor, or citizen in the spotlight in the newspaper (no concrete achievement)
- Random birthdays or anniversaries
- Non-Ohioans
- Class visits to the Statehouse

### Other Guidelines

- Members may only present either a commendation or a resolution (if applicable) to an individual or group regarding the same event/accomplishment, but not both.
- House members are prohibited from requesting commendations for any recipient(s) that reside(s) in another House member's district unless the member that represents that district has granted permission to do so (co-sponsorship is optional).

- Only one commendation may be drafted per individual for one particular act or accomplishment. Multiple members may co-sponsor this commendation, but multiple commendations will not be printed for the same accomplishment with different members offering them.
- Commendations must be offered within a reasonable period of time after the act or accomplishment has taken place.
- Commendations offered by the previous Representative of a district will not be prepared honoring the same accomplishment with the name of the current representative as the sponsor.
- If you have any questions regarding commendation guidelines, please contact the House Clerk's Office at 466-3357.