

## **SENATE PRESIDENT'S LETTER GUIDELINES**

(For questions regarding these guidelines, please contact the Senate Clerk's office at 466-4900.)

- Wedding anniversaries of 25 years or more
- Retirement from significant jobs with district-wide impact
- Departure of Senate employees with at least one year of Senate service
- Athletic champions at league, district, or \*\*state regional level (team only, not individuals)
- Scholastic achievements of high status (i.e., first, second, or third place) at district or \*\*state regional level
- Outstanding achievements or contributions (i.e., Eagle Scouts) of a district-wide significance
- Recognition of “*days*” or “*weeks*” of a senate district-wide significance
- Memorializing the death of an individual from a position or job with significant district-wide reputation (i.e., appointed or elected officials of local governments, school boards, etc.)
- Events in which a member is making a personal presentation, but limited to significant birthdays, wedding anniversaries, significant retirements, Ohio entertainers or personalities who are performing or have performed a service specifically for Ohio
- Letters for annual dinners, annual meetings, and programs should acknowledge the contributions or achievements of the recipient(s) and not the event.
- Under no circumstances shall duplicate copies be granted for President's Letter.
- Senate members are prohibited from requesting President's Letters for any applicable recipient(s) that resides in another senate member's district unless the senator that represents that district has granted permission to do so. (co-sponsorship is optional)
- Senate members are strongly encouraged to use Senatorial Citations for all other honors.

\*\*State regional = consisting of regional section within the state.