



# COUNTY OF FRESNO

## DEPARTMENT CELEBRATION REQUEST FORM

[✉ Email Me]  
Double click!

**Celebration date(s):**

April 22<sup>nd</sup>

**Celebration theme:**

Administrative Professionals Day

**Has the Department undertaken this celebration in the past?**  Yes  No

If yes, please explain: Emails and/or social media.

**Number of staff expected to participate:**

Available for all

**Estimated cost:**

\$0

**What will the celebration entail?**

Highlighting Administrative Professionals Day will be done through emails, social media posts, internal or external newsletters, and community outreach events as they become available. There aren't any specific community events identified at the moment, but should the Department attend, the Department would share educational materials at the events. Communication can be viewable by any community resident who follows the Department's social media platforms.

**What is the public purpose of the Celebration?**

Administrative Professionals Day recognizes the, often behind-the-scenes, hard work of administrative staff in maintaining organization, managing communications, and handling daily tasks. Administrative staff's contributions often go unnoticed but is crucial to an organization's functions.

**Department head or designee name:** Emma Rasmussen, Deputy Director

erasmussen 3/10/2026 11:00:16 AM

[✉ Sign] Double click!

**Department head or designee signature and date**

**Department contact for questions:** Solomon Vang, 559-600-9986

**CAO Review:**

afloresbecker 3/23/2026 10:11:21 AM

[✉ Sign] Double click!

**CAO signature and date**