



City of Arcadia Military Banner Program Guidelines



Established by the City of Arcadia and administered by the Gilb Museum of Arcadia Heritage, the Military Banner Program honors and recognizes living military personnel from Arcadia. The City of Arcadia's Military Banner Program Guidelines provide details on how to participate in the program, including eligibility requirements and the application process.

Purpose

The purpose of these guidelines is to provide general information and eligibility requirements regarding the Military Banner Program, which offers a limited number of street banners to recognize living military personnel in the United States Armed Forces (Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and Space Force). The banners honoring our brave service members will be proudly displayed along Huntington Drive and Baldwin Avenue. Names of the honorees will be included on the City's website.

Eligibility

To qualify, honorees must meet the following requirements:

- Living military personnel from the United States Armed Forces (Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and Space Force) who were honorably discharged; AND
- Have lived in Arcadia at some point before entering military service or currently reside in the City; OR
- Immediate family member of current Arcadia resident. Immediate family includes relationships such as a mother/father/guardian, husband/wife, son/daughter, grandson/granddaughter, son-in-law, daughter-in-law, niece, or nephew.
- To prove residency, please submit the following documents:
 - California ID *OR*
 - Utility bill
- Please submit at least one of the following to verify military service:
 - DD214 form, Driver's License or DMV-Issued State ID with VETERAN endorsement, Honorable Discharge Certificate, NGB form 22, Reserve Separation Orders, Veterans Health Identification Card (VHIC), or Veteran Identification Card (VIC)

The Military Banner Program application may be obtained by visiting the website www.arcadiaca.gov/Museum or by calling the Gilb Museum of Arcadia Heritage at (626) 574-5440. Banner capacity is limited. It is recommended that applicants contact the Gilb Museum before applying.

Application Deadline

The application deadline will be announced on the City website. All applications must be completed and submitted with the required documentation by the last day of the application period. Applications may be submitted online or in person at the Gilb Museum. Only applications received by the deadline will be reviewed.

Installation and Display

- Banner installation and removal will occur once a year. The installation date is subject to the City's calendar.
- Banners will be displayed during the month of November.
- The banners shall include:
 - Honoree's name (first, last, and suffix, if any)
 - Honoree's service branch
- The Program Administrator will conduct periodic inspections. The City of Arcadia and the Program Administrator are not responsible for damage to banners due to weather conditions or other unforeseen events.

Location/Installation

Banners will be installed along Huntington Drive and Baldwin Avenue in Arcadia. The number of banners and their specific locations shall be determined solely by the City of Arcadia and may be revised without prior notice. Banners will be installed in late October and displayed throughout the month of November. After the designated display period, banners will be removed and stored by the City of Arcadia for reuse the following year if the honoree wishes to continue participating in the program.

Banner Styles

Banners will be designed and purchased by the City of Arcadia. Banners are free for honorees. The banners will include: the City of Arcadia's name, the honoree's name, and the military branch in which they serve(d). No other information is permitted on the banner. Banners will be double-sided and measure 35" x 96".

Review and Approval

1. Applications must be submitted online or in person at the Gilb Museum with all required documentation before banner placement is processed.
2. Upon receipt, Arcadia staff will review submitted applications for completeness.
3. All applications will be reviewed on a first-come, first-served basis by the City of Arcadia. Priority will be given to military members who reside in Arcadia.
4. The City reserves the right to edit text.
5. The City reserves the right to deny any request without cause and to make exceptions to this policy.
6. The City reserves the right to discontinue the program at its sole discretion and without prior notice.

Waiver

Banners will be produced using the information provided on the application. The City of Arcadia is not responsible for misspelling or any incorrect information written or provided on the application, or by the approved banner proof.

The City of Arcadia is not responsible for replacing banners that are stolen, damaged, or destroyed due to age, weathering, sun, vandalism, or any acts of nature, including high winds. The City may choose to assist with the reinstallation of banners that have fallen off the pole on a case-by-case basis.

By applying for and receiving approval for a banner, each applicant agrees to indemnify and hold the City of Arcadia, its elected officials, officers, employees, agents and volunteers free and harmless with respect to any and all liabilities, claims, lawsuits and/or damages of any nature whatsoever that allegedly arise from or are connected to the approval of the applicant's banner application, including the display of, and/or damage to, or loss of any banner or banners.