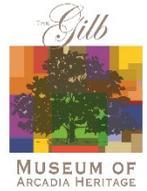




City of Arcadia Military Banner Program Guidelines



The Military Banner Program was established by the City of Arcadia to honor and recognize living military personnel from Arcadia. The Military Banner Program is administered by the Gilb Museum of Arcadia Heritage. The City of Arcadia's Military Banner Program Guidelines provide details on how to participate in the program, including eligibility requirements and application process. The Guidelines are available at the City's website www.arcadiaca.gov/Museum.

Purpose

The purpose of this policy is to provide a limited availability of street banners for recognition of living military personnel serving in the United States Armed Forces (Army, Marine Corps, Navy Air Force, Coast Guard and National Guard). The banners honoring our brave service women and men 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 who were honorably discharged; AND
- Current Arcadia resident; OR
- Immediate family member of current Arcadia resident (Immediate family would include a mother/father/guardian, husband/wife, son/daughter, grandson/granddaughter, son-in-law, daughter-in-law, niece or nephew)
- In order to show residency please submit the following documents:
 - California ID *OR*
 - Utility bill
- Honoree must have lived in Arcadia at some point prior to entering military service or currently reside in the City.

The Military Banner Program application may be obtained by 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 window for the 2024 year will be open until July 30, 2024. All applications must be completed in their entirety and submitted online with the proper documentation by 4:00 p.m. on the last day of the application window. Only applications received within the application window will be reviewed.

Installation and Display

- Banner installation and removal will occur once a year. Exact installation date is subject to City banner calendar.
- Banners will be displayed during the month of November.

- The banners shall include:
 - Honoree's name
 - Honoree service branch
- The Program Administrator will conduct periodic inspections; however, Arcadia and the Program Administrator are not responsible for damage to banners due to weather elements or other unforeseen events.

Location/Installation

Banners will be installed along Huntington Drive and Baldwin Avenue in Arcadia. The number of and specific banner 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 on display during the month of November. After the designated display period, banners will be removed and stored by the City of Arcadia to potentially reuse the following year if the applicant wishes to continue to participate.

Banner Styles

Banners will be designed and purchased by the City of Arcadia. This includes: City of Arcadia's name, name of the honoree, and military branch in which they served. Banners will be produced double-sided and measure 35" x 96".

Review and Approval

1. Applications must be submitted via application online in their entirety with all attachments 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 living military members that 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, weather, sun, vandalism, or any acts of nature including high winds. (The City may, however, choose to assist with the reinstallation of banners that have fallen off the pole due to extreme elements.)

By applying for and receiving approval have 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.