



City of Arcadia Military Banner Program Policy



Purpose

The purpose of this policy is to provide a limited number of street banners to recognize living military personnel serving 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 in the City of Arcadia. Names of the honorees will be included on the City's website.

Policy

The City of Arcadia permits the display of Military Banners at specified locations, on City property, within City rights-of-way and/or on other public rights-of-way on a first-come, first-served basis pursuant to established City policies. The display of Military Banners is permitted solely in compliance with established policy.

Application

This regulation is a subset of the City's overall Banner Program. It applies to all departments and employees of the City of Arcadia who have the responsibility to oversee the permitted placement of Military Banners.

Banner Printing

1. Only the name (first, last, and suffix, if any) and American Armed Forces branch (Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and Space Force) will be permitted on the banner.
2. A military service person's name cannot appear on more than one banner.
3. No advertisement shall be permitted on the banner.

Eligibility Criteria

To qualify to have a banner placed according to these guidelines, an application, provided on the City's website, must be completed and submitted online to the City. Physical copies of the application may be obtained and submitted in person at the Gilb Museum of Arcadia Heritage. The designated honoree named on the banner must be a living, retired, or active duty member of the Armed Forces and be a present or past resident of Arcadia or have a relative currently living in Arcadia. 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.

Determination of Eligibility

1. The application must include a copy of a driver's license showing the address of the military service person or his or her immediate family member's address as being in the City of Arcadia.
2. The application must also include satisfactory documentation (e.g. 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)) establishing the name, Armed Services branch, and verification of military services of the person whose name is to appear on the banner.

Application Process

1. Once an application is approved, the military service person's name and Armed Forces branch will be printed on a banner measuring 35" x 96". The lettering of the name and Military branch will be sized to fit the banner. **No other information is permitted on the banner.**
2. Approval of a banner application only entitles the banner to be hung and displayed by the City in accordance with these guidelines. The City shall have no obligation to perform any major maintenance to a banner.
3. The City shall not be responsible for damage to or theft of banners.
4. The City reserves the right to revise this policy, and/or discontinue the Military Banner Program without prior notice. If the program is discontinued, each banner will be returned to the honoree's family.

Display Terms and Retired Banners

1. A banner will be installed and displayed for one (1) month during the City-designated time frame and with the following exceptions:
 - a. The banner becomes damaged by wind, age, or other causes as determined solely by the City.
 - b. The military service person no longer meets the eligibility criteria.
 - c. If the Military Banner Program is discontinued for any reason at the sole discretion of the City Council.
2. Banners belonging to deceased honorees will be retired and returned to their family. Please ensure to provide contact information for next-of-kin on the application.
 - a. If no contact information is provided or if the family does not want the banner, the City reserves the right to discard the banner.
3. Honorees who wish to continue participating in the Military Banner Program do not have to re-apply annually. Banners will be removed and stored by the City of Arcadia for reuse.

Banner Locations

1. Banners will be displayed on Huntington Drive and Baldwin Avenue. All banner locations shall be determined solely by the City.