



City of Sanger

MILITARY BANNER PROGRAM

GUIDELINES

The City of Sanger Military Banner Program was established as a joint project with the City, Veterans Advisory Committee and the Sanger Veteran Organizations to recognize, honor, and pay tribute to our local military service personnel. Banners honoring our brave service men and women will be proudly displayed throughout the City of Sanger as a way for our community to express our gratitude for their service to our country.

The Military Banner Program is administered and managed by and through the City Manager's Office of the City of Sanger. The City of Sanger 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.cityofsanger.net or by contacting the City Manager's Office at (559) 876-6300, extension 1500.

Eligibility

Banner candidates must be:

(1) On active duty in one of the branches of the U.S. Armed Forces; or (2) A veteran who was honorably discharged or given their life serving in the United States Armed Forces. *The U.S. Armed Forces include: Army, Navy, Air Force, Marine Corps and Coast Guard.* And (3) the service member must either be a resident of the City of Sanger or have an immediate family member residing in the City of Sanger (spouse, parent, grandparent, brother, sister, son, daughter, aunt or uncle).

Proof of eligibility includes but is not limited to:

A DD 214 Form, possession of a United States Uniformed Services Privilege and Identification Card (U.S. Military ID, Geneva Conventions Identification Card, Common Access Card or USPIC or Active Military Service Organization Membership Card). This is an identity document issued by the United States Department of Defense to identify a person as a member of the Armed Forces. In addition, possession of a DA Form 2-1 (Enlisted Record Brief) or DA Pam 600-8 (Officer Record Brief). An Enlisted or Officer Record Brief is a one page Army form that provides a summary of an enlisted Soldier's qualifications and career history. The City of Sanger will not photocopy nor retain Military ID, but will review the ID at time of application submittal for verification.

Resources for military verification:

- Veteran's Office: (559) 600-5436
- The Department of Defense website: <http://www.defense.gov>
- Veterans Service Records: <http://www.archives.gov/veterans/military-service-records/>

Verification of residency:

Provide a copy of current utility bill or driver's license.

How to Request a Banner

An Application shall be completed and submitted with an appropriate 5 x 7 color or black and white photo in service clothes (dress uniform preferred) of the honoree and any related fee(s) and other documents as described within the application. Applications are available at Sanger City Hall located at 1700 7th Street, Sanger, CA 93657 or via the City's website, www.cityofsanger.net. For **NEW Banners**, the Application, fee, and required documents are **due April 8, 2019**. For **Re-Hang Banners**, the application due date is **May 9, 2019**.

Selection Process

Applications will be accepted on an on-going basis and reviewed on a first-come, first-served basis by the City of Sanger, City Manager's office. Priority will be given to active military members that reside in the City of Sanger.

Location/Installation

Banners will be installed along Academy Avenue between Church and Annadale. The number of, and specific banner locations shall be determined solely by the City of Sanger and may be revised without prior notice. Banners will be installed in May of each year (typically the week prior to Memorial Day) and will remain displayed for a period of approximately six months (banners will be removed after Veterans Day). After the designated display period, banners will be presented to the honoree (or applicant) at a City Council Meeting.

The City of Sanger will be responsible for the installation and removal of banners. Once produced and installed, banners shall remain on the property of the City until removed and presented to the honoree, family or applicant.

Banner Styles

All banners must conform to the City of Sanger design specifications as determined by the Sanger Veterans Advisory Committee. This includes: City of Sanger and logo, the name and rank of the honoree, the conflict/era and Military branch in which they served, and photograph (preferably in service, dress uniform), and the name/logo of sponsor and/or family (if applicable). Banners will be produced in full-color, double-sided and measure 30" x 96".

Waiver

Banners will be produced using the information provided on the application. As such, the City of Sanger is not responsible for misspelling or any incorrect information written/provided on the application.

The City of Sanger is not responsible for replacing banners that are stolen, damaged, or destroyed due to age, 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 to sponsor a banner, each applicant and/or sponsor agrees to indemnify and hold the City of Sanger, 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.

Cost and Sponsorship

Participation is limited to one banner per service person and the cost is \$275 for the first year, and \$35 for renewal/rehang. Note: fees are subject to change without notice. Checks should be made payable to: The City of Sanger.

The fee for participation is determined by the costs of the banner which include production, brackets and miscellaneous hardware, installation and removal and shall be borne by the applicant and/or sponsor. Please note that donations may be solicited to help fund the Military Banner Program and as such, fees may be offset or reduced. Applicants may access Sponsorship Forms directly on the City's website or by requesting through the City Manager's office.