



# MILITARY BANNER *PROGRAM POLICY*

## APPLICATION DEADLINE

The City will begin taking applications on Monday, Jan. 6, 2020. Completed applications, photos and payment must be received no later than 5 p.m. on Monday, March 2 to allow adequate time for printing, assembly and hanging. The applicant will receive notification via email upon the receipt and approval of their application.

## ELIGIBILITY

Service member must be active duty and a current or former resident within the City of Westerville OR Westerville City School District OR an immediate family member (spouse, parent, sibling, grandchild or legal guardian) of a resident within the Westerville City School District.

For the purposes of this program, “armed forces” are defined as meaning the U.S. Army, Navy, Air Force, Marine Corps and Coast Guard, per section 101(a)(4) of title 10, United States Code. Also for the purpose of this program, “active duty” is defined as full-time active military service to the United States as defined in section 101(d)(1) of title 10, United States Code. Those serving in the Reserves or National Guard may also be honored.

This program is offered on a first-come, first-served basis. First priority for the program will be given to Westerville residents (proof of residency will be required e.g. copy of utility bill, driver’s license). Second priority will extend to residents of the Westerville City School District (WCSD).

School District boundaries are determined by WCSD. Please consult the WCSD website if you are unsure of your school district designation.

## VERIFICATION (please include all of items requested below)

Applicant: copy of driver’s license, copy of utility bill

## BANNER SPECIFICATIONS

The banner will measure 22-by-50.25 inches and feature a full-color, double-sided design with service member’s name, military branch and photo (to be provided by the applicant).

Photograph Requirements: Applicant must provide a high-resolution military photograph (digital file or photograph) of service member in military uniform. Photo should be portrait orientation and at least 300 DPI. If photo submitted online does not meet this requirement, applicant may be asked to bring it to the City Manager’s Office at 21 S. State St., where a staff member will scan and return the photo.

Banner information, including military branch and spelling of service member’s name will be taken directly from the application.

# MILITARY BANNER *PROGRAM POLICY*

## PRICING STRUCTURE

Banners will cost \$130, which includes design, printing, hanging and removal of banner. Make checks payable to: Westerville Parks Foundation. A portion of the the banner proceeds will support the Westerville Parks Foundation's work to help the City create and sustain parks, trails, public spaces and programs for future generations.

## PROCESS

The City Manager's Office will oversee and administer the City of Westerville Military Banner program including, but not limited to: photo approvals, application guidelines and processing, fee structure, program policy and designated banner-hanging zones. There are a limited number of poles in Uptown Westerville. As such, we are offering this program on a first-come, first-served basis with first priority given to Westerville residents and second to Westerville City School District residents (see p. 1 of this document). At the City's discretion, pole banners may be relocated to other areas of Westerville. Due to tremendous interest in this program, those not accepted into the 2020 program will be put on a waitlist for 2021.

The applicant must be an immediate family member (spouse, parent, sibling, grandchild or legal guardian) of the service member or a veteran/service member themselves. By submitting an application, the applicant agrees that he or she has permission to use the service member's likeness and name in the banner.

The banners will measure 22-by-50.25 inches and feature a full-color, double-sided design with service member's name, military branch and photo (to be provided by the applicant). Photo should be portrait orientation and at least 300 DPI. If photo submitted online does not meet this requirement, applicant may be asked to bring it to the City Manager's Office at 21 S. State St., where a staff member will scan and return the photo. Banner information, including military branch and spelling of service member's name will be taken directly from the application. The City is not responsible for misidentified military branches or misspellings that were submitted with the application.

Banners will be displayed during the month of May through July 4 and again in November to coincide with Veterans' Day. After a banner is posted for the terms listed above, it will be returned to the individual(s) who purchased it in December 2020. Banners will be stored by the City between July and November.

Banners will not be rehung or stored by the City of Westerville after November 2020. If an applicant would like to honor their service member the next year, a new banner will need to be purchased.

Banners are installed twice per year and will be displayed in Uptown Westerville, specific pole location is at the discretion of the City of Westerville. The City is not responsible for lost, stolen or damaged banners (including damage incurred by acts of nature and vandalism). Should damage occur and banners need repair, they will be removed and given back to the applicant. It will be the applicant's responsibility to have the banners repaired or replaced.

Completed application, including photo and payment, are due no later than 5 p.m. on Monday, March 2. This program is offered on a first-come, first-served basis. If all banners are spoken for when your application arrives, it will be placed for consideration for the next year. This applies also to any application not completed and received by 5 p.m. on the second Friday of April.

## **Please direct any questions to:**

Erica Charles, Community Affairs Specialist, at [erica.charles@westerville.org](mailto:erica.charles@westerville.org) or (614) 901-6548. **2**