

## ACTIVE DUTY Military Banner Program Guidelines

- **Eligibility:**

- To qualify for the City of Montclair's Active Duty Military Banner Program, the following criteria must be met:
  1. The Honoree's "Home of Record" with the United States Armed Forces must be listed as the city of Montclair OR the Honoree must be a Montclair High School graduate.
  2. The Honoree must be an active duty service member in one of the branches of the United States Armed Forces.

- **Requirements:**

New applicants must submit **proof of the Honoree's Montclair residency AND proof of the Honoree's active duty status** with the completed application by the submission deadline in November.

Returning applicants must submit **proof of the Honoree's active duty status** with the completed application by the submission deadline in November.

- **Proof of Montclair Residency:**

- ✓ Applicants must submit ONE (1) of the following documents:
  - A copy of the Honoree's valid driver's license or California ID Card
  - A copy of the Honoree's Montclair High School Diploma

- **Proof of Active Duty Status:**

- ✓ Applicants must submit ONE (1) of the following documents:
  - Applicants may submit a copy of the front of the Honoree's valid Military Identification Card as proof of active duty status.
  - Applicants may also visit the Department of Defense Website <https://scra.dmdc.osd.mil/>, create an account, and submit a copy of the Honoree's "Single Record Request" active duty verification with the application.
    - Applicants will need the following information to print the status record report:
      1. Name of the Active Duty Service Member
      2. Date of Birth
      3. Social Security Number (*SSN will not print on final report*)

- **Cost:**

- There is no cost for the Active Duty Military Banner Program if the Honoree is currently an active duty service member of the United States Armed Forces.
- The City of Montclair will replace damaged banners every three years (or as needed) if the Honoree remains an active duty service member.

- **Deadlines:**
  - Every September, a letter will be mailed to the Application Representative at the address provided under the “Application Representative” section of the military banner application, notifying them that updated proof of the Honoree’s active duty status must be submitted by the stated application deadline in November.
  - If proof of active duty status is not submitted for a returning Honoree by the assigned deadline, the military banner will be removed in November.
    - ✓ If the requested documentation/proof of active duty status is received after the assigned November deadline but before the new banners are installed in January, then the Honoree’s banner *may* be re-installed in January (when the new banners are installed throughout the City).
      - If a banner was removed, but is later eligible for reinstallation, the original banner location is not guaranteed as the location may have been assigned to a new applicant.
- **Selection Process:**
  - Honorees must meet all eligibility guidelines.
  - Applications are accepted on a first-come, first-served basis and are based on pole availability.
  - Applicants must carefully review and submit the Banner Proof Verification by the assigned deadline. Applicants must approve the spelling of the Honoree’s name and military branch. **Applicants are not allowed to post, reproduce, or distribute the Banner Proof Verification Document generated by Dekra-Lite Industries, Inc.**
  - In January, once the new military banners are installed, a letter will be mailed to the address provided under the “Application Representative” section of the military banner application.
  - In September, a letter will be mailed to remind returning applicants of the deadline to submit updated proof of the Honoree’s active duty status and updated contact information for the Honoree or Application Representative (if applicable).
- **Killed In Action:**
  - If a service member is killed in action:
    - ✓ The Honoree’s banner will immediately be replaced with an “In Memoriam” banner.
    - ✓ The “In Memoriam” banner will be displayed until Memorial Day.
    - ✓ The “In Memoriam” banner will be taken down and a bronze plaque (provided free of charge) will be dedicated on the Veteran’s Memorial Wall during the annual Memorial Day Program.
    - ✓ The military banner will be presented to the veteran’s family during the Memorial Day ceremony.

- **Application Representative's Contact Information:**

- It is the Application Representative's responsibility to notify us of any changes to their contact information (i.e. mailing address, email address, phone number).
- Failure to provide updated contact information may result in the removal of the military banner if we are unable to contact the Application Representative or the Honoree.



ACTIVE DUTY
NEW APPLICANT
2021 MILITARY BANNER PROGRAM APPLICATION

ACTIVE DUTY HONOREE'S INFORMATION

PROOF OF ACTIVE DUTY MILITARY STATUS MUST BE SUBMITTED WITH THIS APPLICATION BY WEDNESDAY, NOVEMBER 10, 2021 TO mcano@cityofmontclair.org OR BY APPOINTMENT BY CALLING (909) 625-9457.

Please print/type the name of the Active Duty Honoree as it should appear on the banner.

First Name: Last Name: Middle Name/Initial (OPTIONAL):

Street Address:

City: State: Zip Code:

Phone Number: E-mail Address:

Military Branch (CHOOSE ONE): AIR FORCE [ ] ARMY [ ] COAST GUARD [ ] MARINE CORPS [ ] NAVY [ ] SPACE FORCE [ ]

PROOF OF THE HONOREE'S MONTCLAIR RESIDENCY OR

PROOF OF THE HONOREE'S MONTCLAIR HIGH SCHOOL DIPLOMA MUST BE SUBMITTED WITH THIS APPLICATION BY WEDNESDAY, NOVEMBER 10, 2021 TO mcano@cityofmontclair.org OR BY APPOINTMENT BY CALLING (909) 625-9457.

Is the Honoree a Montclair Resident?

- NO [ ] - If "no," the Active Duty Honoree must have graduated from Montclair High School.
YES [ ] - If "yes," how many years have they been a resident? Year(s)

Did the Honoree graduate from Montclair High School?

- NO [ ] - If "no," the Active Duty Honoree must currently be a resident of the City of Montclair.
YES [ ] - If "yes," what year did they graduate from Montclair High School?

APPLICATION REPRESENTATIVE'S INFORMATION

The authorized Application Representative will be the primary contact for the Military Banner Program. The Application Representative, if not the same person as the listed Honoree, must receive permission from the Honoree to have a banner installed in public with Honoree's name and military branch. The Application Representative must be able to submit proof of the Honoree's active duty status as well as the Honoree's Montclair High School Diploma OR proof of the Honoree's Montclair residency. The City of Montclair may also present the Application Representative with the Honoree's retired Military Banner when they are no longer a current member of the U.S. Armed Forces or if the Application Representative fails to provide updated proof of the Honoree's active duty status.

Relationship to Military Banner Honoree:

First Name: Last Name:

Street Address:

City: State: Zip Code:

Phone Number: E-mail Address:

TERMS AND CONDITIONS AGREEMENT

I, \_\_\_\_\_, certify and agree to the terms outlined in the City of Montclair's Military Banner Program Guidelines. I also certify that the Military Banner Honoree listed in this application is an active duty member of the United States Armed Forces and I agree to submit (1) Proof of Active Duty Status along with (2) Proof of Montclair Residency OR Proof of a Montclair High School Diploma at the time I submit this application. I acknowledge that falsified information and/or failure to submit the requested documentation will result in the disqualification of this application from the City of Montclair's Military Banner Program. I also acknowledge that submitting this application along with the requested documentation does not guarantee the production of a Military Banner. Furthermore, I certify that I am the listed Honoree or I have permission from the listed Honoree to have a banner installed in public with their name and military branch.

- Proof of the Honoree's Active Duty Status (REQUIRED): YES, Proof is Attached [ ]
Proof of the Honoree's Montclair Residency OR
Proof of the Honoree's Montclair High School Diploma (ONE OF THESE IS REQUIRED): YES, Proof is Attached [ ]

Signature: Date: