

SERVICE MEMBER BANNER PROGRAM IMPLEMENTATION GUIDE

The City of Spring Hill is proud to recognize the brave men and women who are serving in the Armed Forces through the Service Member Banner Program. The Service Member Banner Program is designed to honor Spring Hill residents that are currently *servicing active duty* in our nations military *or those whom have paid the ultimate price*.

Eligibility: To be eligible for the banner program honorees must be;

1. An active duty military personnel that is currently **servicing active duty** in the United States Military Service Branches; AND a current Spring Hill resident; OR an immediate family member (Spouse, Child, Parent, Sibling) of a Spring Hill resident.
2. A fallen military personnel who paid the ultimate sacrifice that is was in the United States Military Service Branches); AND a current Spring Hill resident; OR an immediate family member (Spouse, Child, Parent, Sibling) of a Spring Hill resident.

Residency must be verifiable with a current utility bill, driver's license or other form of identification listing a current City of Spring Hill address.

Application: The attached application form must be filled out and returned to City Hall along with any required supporting documentation.

Implementation: The City of Spring Hill will review submitted applications for completeness. **Complete applications will be accepted on a first come – first serve basis.** Incomplete applications will not be accepted. An attempt will be made to contact applicants who have submitted incomplete applications to correct deficiencies.

The number of banners per installation period is limited to twenty-five (25) unless additional banners are authorized by the Board of Mayor and Aldermen. The maximum number of banners installed at any given time is fifty (50) unless additional banners are authorized by the Board of Mayor and Aldermen. Should completed applications exceed the allotted number of banners, those applications will be held in reserve and implemented on a first come – first serve basis when prior banners are retired and space becomes available. **Outside donations and funding may increase the numbers of banners.**

Installation periods will occur twice a year. Spring installation will be the week prior to Armed Forces Day. Fall installation will be the week prior to Veteran's Day. Due to the lead time for individualized banner production, complete Service Member Banner Program applications must be submitted 60 days prior to an installation period.

If a picture is not provided, a blue star will be used for active service members & a gold star for the fallen heroes.

Banners may be retired under any of the following conditions:

- *The service member's status has changed from being deployed.
 - *Neither the service member nor immediate family members are considered as residents of the city of Spring Hill, Tennessee.
 - *At the request of the service member or applicant
 - *After being displayed for two (2) years
 - *At the discretion of the city of Spring Hill
- Retired banners will be presented to the applicant.

CITY OF SPRING HILL SERVICE MEMBER BANNER APPLICATION



The City of Spring Hill is proud to recognize residents who are serving active duty or those who have paid the ultimate price in the United States military. The service person will be honored with a banner displaying his/her name and will be proudly hung on a thoroughfare within the city limits.

*Please complete application and return with attachments to the City of Spring Hill,
City Administrator's Office, P.O. Box 789, Spring Hill, TN 37174*

Last Name	First Name	Middle Name
Branch	Rank	Enlistment Date
Base/Deployment Location	Active Duty Member	Fallen Service Member

- ATTACHMENTS:**
- 1.) Proof of Residency
 - 2.) Proof of Service: ex. U.S. military ID, copy of orders or Enlistment/Reenlistment document
 - 3.) Picture of Servicemember - **Optional*

**If a picture is not provided for active service members a blue star will be in it's place.
A gold star will be placed for all fallen service members.*

CONTACT PERSON INFORMATION

Name(s): _____

Relationship to Applicant: _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Phone Number(s): _____

E-mail address: _____

*IF ANY OF THE ABOVE INFORMATION SHOULD CHANGE IN ANY WAY
PLEASE LET US KNOW SO THAT WE CAN UPDATE OUR RECORDS*

Do Not Write Below This Line - For City Use Only

Proof of Residency _____	Service Verification _____	Picture Provided _____
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Location of Banner: _____

Installation Date: _____ Discharge Date: _____

Date of Presentation of Flag by Council: _____

Comments: _____
