



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. This program is designed to honor Spring Hill residents that are currently *serving active duty* in our nation's military *or those who have paid the ultimate price*.

To be eligible for the banner program honorees must be:

1. An active-duty military member that is currently **serving on active duty** in the United States military; AND a current Spring Hill resident; OR an immediate family member (spouse, child, parent, sibling) of a Spring Hill resident.
2. A fallen military member who paid the ultimate sacrifice that was in the United States military); 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 Spring Hill address.

The attached application must be filled out and returned to city hall (or mailed) along with any required supporting documentation.

Submitted applications will be reviewed for completeness. **Complete applications will be accepted on a first come – first served 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 applications must be submitted sixty (60) days prior to the installation period.

If a picture is not provided, a blue star will be used for active-duty service members and a gold star for fallen members.

Banners may be retired under any of the following conditions:

- The service member's status has changed from being active duty
- Neither the service member nor immediate family members are considered as city residents
- 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 Tennessee Service Member Banner Application



The City of Spring Hill is proud to recognize residents who are serving active duty or have paid the ultimate price while in the United States military.

The service member will be honored with a banner displaying his or her name that will proudly hang along a thoroughfare within the Spring Hill city limits.

Return our completed application with attachments to City of Spring Hill, Service Member Banner Program
P.O. Box 789, Spring Hill, TN 37174

Last Name	First	Middle
Branch	Rank	Enlistment Date
	<input type="checkbox"/> Active Duty Member	<input type="checkbox"/> Fallen Service Member
Base	Please Check One	

- ATTACHMENTS:**
- 1) Proof of Residency
 - 2) Proof of Service: (ex. U.S. military ID, copy of orders or enlistment document)
 - 3) Picture of Service Member - Optional

* If a picture is not provided for active service members, a blue star will be used.

* A gold star will be used for **ALL** fallen service members.

Contact Information:

Name: _____

Relationship to Applicant: _____

Street Address: _____

City, State, Zip Code _____

Phone Number: _____

Email Address: _____

This section for City use only

Proof of Residency:	Service Verification:	Picture Provided:	
Install Date:	Location:	Discharge Date:	
Date of Presentation to Family:			