



Veterans Banner Program Policy

Purpose:

The purpose of this policy is to establish a standardized process for the design, production, installation, maintenance, and removal of veterans banners to honor local service members. These banners will be created and funded at the expense of the municipality to demonstrate appreciation for veterans' service and sacrifice.

Policy Statement:

The Village of Lancaster is committed to recognizing and honoring local veterans by funding and displaying commemorative banners. These banners will serve as a visible symbol of the community's gratitude and respect for individuals who have served in the United States Armed Forces.

Eligibility Criteria:

1. Honorees

- Must be a current or former resident of Lancaster, NY.
- Must be serving or have served in the United States Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, National Guard, or Reserves.
- Honorees may be living or deceased.

2. Verification

- A copy of the veteran's DD-214 form, military ID, or other official military service documentation must be provided to confirm eligibility.
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Design Standards:

1. Banner Size & Material

- Standard size: 24" x 48" (Central Avenue) or 24" x 36" (Pleasant Ave / W Main St) heavy-duty, weather-resistant vinyl or fabric.

2. Banner Layout

- Must include the veteran's name, branch of service, and a photo.
- A consistent design template will be used to maintain uniformity.

3. Approval of Artwork

- Final designs must be approved by the Department of Public Works before production.
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Procedure:

1. Application Process

- Applications will be made available online and at the Department of Public Works.
- Family members, friends, or organizations may nominate a veteran for a banner.
- Completed applications, along with required documentation, must be submitted by the posted deadline.

2. Review & Approval

- The Department of Public Works will review applications for eligibility and completeness.
- Ineligible applications will be returned with a written explanation.

3. Production

- The municipality will coordinate directly with an approved vendor for the production of all banners.
- The cost of design, production, and installation will be fully funded by the municipality.

4. Installation & Display

- Banners will be installed on designated utility poles, light posts, or public spaces approved by the Village of Lancaster Board of Trustees.
- Banners will typically be displayed annually from Memorial Day through Veterans Day.

5. Maintenance

- The municipality will assume responsibility for maintaining the banners during the display period.
- Damaged banners will be repaired or replaced at the municipality's discretion.

6. Removal & Storage

- At the conclusion of the display period, banners will be removed by municipal staff.

Funding:

- All costs associated with the design, production, installation, maintenance, and removal of banners will be covered by the municipality.
- The program budget will be allocated annually and managed by both the Clerk Treasurer and the Superintendent of Public Works.
- Additional funding sources, such as grants or sponsorships, may be pursued to support the program.

Roles & Responsibilities:

- **Village of Lancaster Board of Trustees:** Approves funding and policy framework.
- **Department of Public Works:** Manages applications, vendor coordination, installation, and maintenance.
- **Vendor:** Produces banners according to approved designs and specifications.
- **Residents:** Submit applications and provide required documentation.

Compliance:

This policy ensures that the Veterans Banner Program is managed fairly, transparently, and consistently while honoring the service and sacrifice of local veterans.