

Standard Operating Procedure/Guidance for the Manchester Veterans Banner Program

Introduction:

The Manchester Veterans Banner Program stands as a tribute to the brave men and women who served our country. Initiated by the young and visionary Mihika Joshi, this program, now a cherished tradition, involves the community in celebrating 30 veterans annually. Through the coordinated efforts of the Veterans Advisory Committee, veterans are selected, sponsors are engaged, and banners are produced and displayed from Memorial Day to Veterans Day. This guide provides a comprehensive overview of the program's procedures, emphasizing our commitment to honoring our veterans with dignity and respect.

Annual Veteran Selection Cap:

- Maximum Number of Veterans: 30 per year

Application Timeline:

- Submission Period: Open enrollment for nominations is from February to November for consideration in the following year.

Applications that are not selected in the current cycle will be retained in our database. These candidates do not need to reapply and will automatically be considered for selection in the subsequent year's program

Online Application Portal:

- Visit the following link for veteran nominations and sponsorship opportunities: [Veterans Banner Program Town of Manchester](#)

Eligibility Criteria:

- Residency:
 - Primary: Open to current living Manchester residents
 - Secondary: Alumni of Manchester's educational institutions, including GED, private, and technical schools.

Service Criteria:

- Eligible Service Branches: All military branches, including the Coast Guard.
- Recognized Wartime Periods: World War I, World War II, Korean Conflict, Vietnam Era, Persian Gulf War.
- Discharge Criteria: Honorable or General Discharge (Under Honorable Conditions).

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Veteran Selection Priorities:

- Primary Focus: Preference given to living veterans.
- Secondary Consideration: Deceased veterans, if all living veteran spots are filled and additional capacity exists.

Selection Criteria Order:

1. Combat Verified Veterans
2. Wartime Era Veterans
3. Veterans with Extended Service (e.g., 20-year non-deployed National Guard/Reserve retirees)
4. Humanitarian Mission Veterans
5. Non-Combat/Non-Deployed Veterans (including peacetime service)

Banner Display Period:

- Duration: Atleast from Memorial Day (last Monday in May) “on or about” to Veterans Day (mid-November), roughly 6 months
 - *Banner display periods are subject to town resource availability for removal. Extensions beyond the projected timeframe are possible. Veterans will be notified upon banner removal for pickup or delivery arrangements*

Banner Custodianship Post-Display:

- The banners will be given to the featured veterans after the display period.

Veterans Banner Ceremony:

- An inaugural ceremony will be held before the banners' display, inviting veterans, their families, and sponsors. This event will feature the presentation of Honorary Certificates of Appreciation to our generous sponsors.

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Sponsorship Acknowledgment:

- Sponsors are the backbone of this program. They will be publicly recognized and receive Honorary Certificates of Appreciation during the Veterans Banner Ceremony. These certificates can be showcased at their business premises, signifying their support for our veterans.

Contact Information:

- For General Inquiries: Email VAC@manchesterct.gov
- For Sponsorship Inquires: Contact Richard Zaremba at (860) 205-6129

Media and Publicity:

-  Banners raised for veterans in Manchester