

# Hometown Military Heroes Banner Guidelines for Participation

## Description

The Hometown Military Heroes Banner project is a fundraiser for the Derby Veterans Memorial Endowment Fund and the Operational Endowment Fund. This project will span three years. Each year before Veteran's Day seventy-five banners will be placed along the K-15/Buckner corridor and remain up for one year. When the banner is retired, it will be returned to the purchaser. **The Derby Community Foundation and the City of Derby are not responsible for damage to or loss of banners that may occur while displayed on light poles.**

## Criteria and Instructions

1. Persons who served or are serving honorably with the United States military may be honored with a banner.
2. A former US military member being honored must have been honorably discharged.
3. A current US military member being honored must be in good standing.
4. The banners will be in English and are limited to the honoree's full name, branch of service, military rank or grade, and conflict.
5. Only 225 banners are available for purchase.
6. A digital photo of the honoree will need to be uploaded and included with the order form. Military portraits are preferred.
  - a. Photos can be scanned and emailed to [derby@communitygiving.org](mailto:derby@communitygiving.org). A copy of the order form needs to accompany all pictures.
  - b. If you need help scanning your picture, contact the DCF at 316-788-9815 to arrange an appointment to come into the office and have your picture scanned. Payment and completed order forms should be brought to this appointment as well.
7. The cost to purchase a banner is \$200. Of this \$200, \$120 may be designated as a tax deduction according to IRS regulations governing 501(c)3 organizations.
8. Checks or money orders are payable to Derby Community Foundation (Hometown Military Heroes on the memo line) at PO Box 372, Derby, KS 67037. A copy of the order form needs to accompany all checks.
9. Payment with a credit or debit card can be completed through the Derby Veteran's Memorial Fund donation link on our website. If paying with a credit or debit card, please note in your email (see #6) that payment was made online.
10. Should the proposed wording not meet the above criteria, a representative of the Derby Community Foundation will contact the donor to discuss possible amendments.
11. Fully completed forms will be numbered in the order in which they are received. Donors will be notified by mail or email when the honoree's banner will be installed.
12. Only fully completed order forms with a photo and appropriate payment will receive a number and be included on the installation list.
13. If the banner is damaged or destroyed by an act of nature while hanging, a replacement banner may be purchased for \$200.
14. Ordering deadline is July 1 of the current year. Ordering will be discontinued if the maximum number of banners is reached before that deadline.

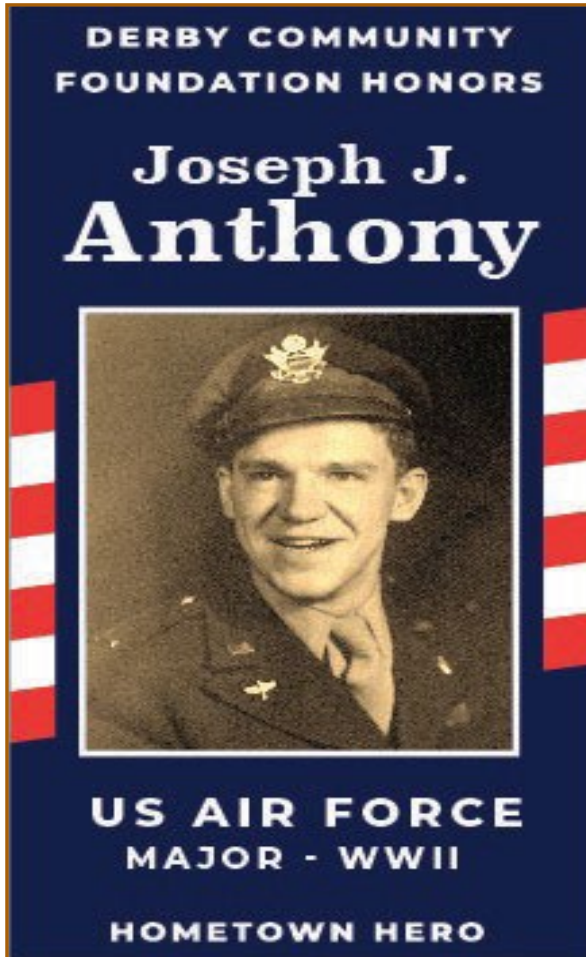
If you have questions or need more information, contact the  
Derby Community Foundation P.O. Box 372, 946 N. Buckner, Derby, KS 67037  
316-788-9815 [www.derbycf.org](http://www.derbycf.org)  
Email: [derby@communitygiving.org](mailto:derby@communitygiving.org).

For Office Use Only

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Photo Received: \_\_\_\_\_ Banner # \_\_\_\_\_

# Hometown Military Heroes Banner Order Form

Ordering Deadline: July 1



Military Hero Information (as it will appear on the banner):

Full Name: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Rank/Conflict: \_\_\_\_\_

Purchaser Information:

Name: \_\_\_\_\_

Relationship to Military Hero: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\$200 cost paid by:            Check \_\_\_\_\_ Online \_\_\_\_\_

By signing below, you certify that you read the Hometown Military Heroes Banner Guidelines for Participation and you agree to abide by said terms. In addition, you further agree that all information included in this application is true and accurate to the best of your knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_