

# CITY OF LA CAÑADA FLINTRIDGE

## 2024 GOLD STAR HEROES BANNER PROGRAM GUIDELINES

The City of La Cañada Flintridge Gold Star Heroes Banner Program recognizes our community's men and women in uniform who made the ultimate sacrifice. The Gold Star is awarded to service member's immediate family when their loved one is killed in action or dies while honorably serving during war time. The City will display Gold Star banners for the community in the same way a family can display a Gold Star Service Flag.

### Purpose

The Gold Star Heroes Banner Program is designed to honor the service member's ultimate sacrifice while acknowledging their family's loss, grief, and continued healing. The City Council established the program in March 2024 as an opportunity to pay tribute to those who gave their lives while protecting our freedoms and serving their nation.

The program includes designing and printing a banner for each gold star recipient and installing the banners on light poles near Memorial Park during the month of May. The banners will feature the service member's full name, rank, photograph and branch of service.

### Eligibility

To qualify, honorees must meet the following requirements:

- Military personnel must be a gold star recipient – who died as the result of active-duty military service; **AND**
- Military personnel must have either resided in or attend a school in La Cañada Flintridge; **OR**
- Gold Star family member (applicant) must be or have been a resident of La Cañada Flintridge.

### Application Deadline

The application window will be open until **Wednesday, May 1, 2024**. All applications must be completed in their entirety with proof of eligibility submitted online, in-person or emailed to the Public Safety Coordinator, Jennifer Burghdorf, [jburchdorf@lcf.ca.gov](mailto:jburchdorf@lcf.ca.gov), City of La Cañada Flintridge, One Civic Center Drive, La Cañada Flintridge, CA 91011, by **4:30 p.m. PST** on the last day of the application window. Only applications received within the application window will be reviewed.

### Cost

There is no fee for a banner from the applicant. The program costs are covered by the City and donations are welcomed. Please note that the fee may be adjusted in the future to meet the demands of the program.

### Installation and Display

Banner installation and removal will occur during the month of May in remembrance of Memorial Day. Exact installation date is subject to the staff availability.

- The banners shall include:
  - The official military portrait or picture of the honoree in uniform (waist up)
  - Honoree name and rank
  - Honoree service branch
- The Program Administrator will conduct periodic inspections; however, the City and program administrator is not responsible for damage to banners due to weather elements or other unforeseen events.

### **Review and Approval**

Applications must be submitted online, in person, or emailed with all required attachments prior to processing banner placement. The City retains the right to edit text, deny any request without providing a reason, and make exceptions to this policy.

Submit completed application and attachments online or to:

Attn: Administration Department  
Jennifer Burghdorf  
City of La Cañada Flintridge  
One Civic Center Drive  
La Cañada Flintridge, CA 91011

For questions call 818-790-8880

Official Military Photo attachments can be e-mailed to [jburghdorf@lcf.ca.gov](mailto:jburghdorf@lcf.ca.gov)

CITY OF **LA CAÑADA FLINTRIDGE**

**2024 GOLD STAR HEROES BANNER PROGRAM APPLICATION**

Please type or print legibly in blue or black ink

**Honoree Information**

**Is the honoree a gold star recipient – who died as the result of active-duty military service?**  YES  NO

**Did the honoree either reside in or attend a school in La Cañada Flintridge?**  YES  NO

\*If no, then the applicant must be or have been a resident of La Cañada Flintridge

**Full Name and Rank of Honoree (TO BE DISPLAYED):** \_\_\_\_\_

**Branch of the U.S. Military Service:**

U.S. Army  U.S. Marine Corps  U.S. Navy  U.S. Air Force  U.S. Coast Guard  U.S. Space Force

\*Note: A final proof will not be sent to the applicant before banner fabrication. Please check that all identifying information is correct.

**Applicant Contact Information**

**Has the Gold Star family member (applicant) either currently or previously resided in La Cañada Flintridge?**  YES  NO

Applicant Name: \_\_\_\_\_ Relation to honoree: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Application Attachments (REQUIRED):**

- High resolution digital jpg image of the official military portrait or picture of the member in uniform (waist up) e-mailed or submitted on USB in-person (300 dpi or higher preferred)
- Honoree proof of service (DD214 or equivalent)
- Applicant proof of residency

**Acknowledgements and Signature**

\_\_\_ I have read and understand the purpose, eligibility, and approval sections of the Gold Star Heroes Banner Program.

\_\_\_ I understand that the Gold Star Heroes Banner Program was created for the sole purpose of honoring military service members who gave their lives while serving their nation.

\_\_\_ I confirm that the honoree is a fallen servicemember who died while serving in any time of conflict.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applicant should retain a copy of this application for his/her records.

Applications may be submitted online, in-person or emailed to the Public Safety Coordinator, jburghdorf@lcf.ca.gov  
City of La Cañada Flintridge, One Civic Center Drive, La Cañada Flintridge, CA 91011