

Military Panel Program Procedures External Requirements & Process

1. A request is made for the hanging of a panel for a returning serviceman or servicewoman usually by a family member or close friend. The military personnel or the requestor must be a Dunedin resident. The requester will receive via mail, email or fax the “Questionnaire for Returning Military Service Person”. You must complete the first 8 lines of the form (highlighted in yellow) and return to City Hall before an order for a panel can be placed.
2. With a minimum of 2 weeks’ notice, an order is placed by calling our local Dunedin sign company. As of January, 2017 our vendor is producing the signs at no cost as a donation to the City in recognition of these men/women’s service to our country. Therefore, the 2 week notice requirement needs to be respected as best possible.
3. Panels are hung for a period of no longer than 3 weeks. A work order within the City of Dunedin Public Services division will be entered at the time of panel ordering. Please note that the installation of a panel requires a road closure and a bucket truck (with a specially trained driver). Therefore, installation confirmation can take up to 1 week after receipt of the panel by the City of Dunedin
4. The rank/name signs are returned to the vendor for recycling after then are taken down. The military branch panel remains at City Hall for the next time that branch of service is needed for installation.
5. ****This section is not done while in COVID****
While the serviceman/woman is home on leave we will try to schedule a “Thank You presentation” at a Commission meeting. The family must provide (1 week in advance) a written “bio” for the Mayor/Commissioner to read at the meeting. This bio needs to include their tour of duty experiences and the serviceman/woman needs to confirm their attendance at the designated Commission meeting

** Please note that all requests are taken on a “first come, first served” basis and every accommodation will be made to recognize all returning military personnel who have requested a panel placement. This may require that more than 1 name be placed on a panel, that the panel may be installed earlier/later than requested or that the panel may be removed sooner than the normal 3 weeks (to allow for the next panel to be placed). We apologize for any inconvenience that this may cause~*

QUESTIONNAIRE FOR RETURNING MILITARY SERVICE PERSON

Name of service person returning	
Rank and Branch of Service	
Is this person from Dunedin?	YES NO
Is the requesting party from Dunedin?	YES NO
What date will military person be returning to Dunedin?	
Name, address and relationship of person supplying banner information	Name: Address: Relationship:
Phone number of person supplying information and any additional contact information	Phone Number(s): E-Mail Address: Additional Contact Information:
Will the serviceperson be returning to active duty?	YES NO
Date panel ordered	
Date panel to be received	
Date panel to be installed	
Date panel to be taken down (3 weeks)	
Dates work orders entered into HTE	Hang panel Remove panel
Additional Notes:	

01.07.21