

Policy F(3) - Appendix A

Flag Raising and Proclamation Request Form



Procedure

- All flag raising or proclamation requests shall be submitted to the Town Office at least 30 business days in advance of the proposed flag raising or proclamation.
- An applicant has the ability to request a flag raising, a proclamation or a combination of the two.
- Requests must be submitted in writing in the form prescribed in Appendix A available on the Town's website at www.townofbiggar.com.
- The community Development Officer will review all information to determine if the flag raising or proclamation request meets the criteria in accordance with this policy.
- The Community Development Officer will notify all applicants in writing of the outcome of their request and whether the request has been approved or denied in accordance with this Policy.

Request Type (Please circle): Proclamation Flag Raising Proclamation and Flag Raising

Date Requested: _____

Organization or Community Group Name _____

Mailing Address: _____

Organization's Website: (if unavailable please attach a copy of your organization's official letterhead or make reference to its social media account) _____

Applicant's Name and Position with the Organization: _____

Phone Number: _____

Email Address: _____

Please describe the organization's mandate and any other relevant information:

Please describe the purpose of the proclamation including why the event or issue is of importance to the Town of Biggar:

Please describe the purpose of the flag raising including why the event or issue is of importance to the Town of Biggar and the name of the flag to be raised. All flag raising applications **MUST** include a photo of the flag to be raised:

Applicant's Signature: _____

Date: _____