

**INSTRUCTIONS FOR COMPLETING  
THE HOMETOWN HEROES – VETERAN BANNER APPLICATION**

Using the form provided, please complete all portion which apply to the veteran

**NAME:** Please enter the name as you wish it to appear on the banner. Only 17 spaces are available. Please enter the name only, no rank

**BRANCH OF SERVICE:** Enter whichever applies – U.S. Army; U.S. Navy, U. S. Marines, U.S. Air Force, Army National Guard, Air National Guard, U.S. Coast Guard, U.S. Merchant Marine, Women Air Force Service Pilots

**DATES OF SERVICE:** Enter the actual dates of service by year (example: 1938- 1946) or select the war or campaign in which the veteran served (example: WWII or Viet Nam)

**SPECIAL DESIGNATION:** If the veteran was held as a prisoner of war (POW), listed as missing in action (MIA), or killed in action (KIA), please indicate that by checking the appropriate box on the form.

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**DONATED BY:** Please enter the name of the persons, family or organization donating the banner. You are limited to 17 spaces (example: “Harris Family”, or “Oakley’s” or “Burn’s Realty”

**CONTACT INFORMATION:** Please enter full mailing address, including ZIP Code, a phone number and e-mail address at which you can be easily reached.

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**SHORT BIOGRAPHICAL PIECE:** Please provide a short description of the veteran’s service. The short ‘bio’ should be 100 words or less. Examples are shown below:

**MORTON THOMAS BRENT**

Morton joined the Marines November 10, 1972, and trained at Camp Lejeune, NC, until July 16, 1973. He served in Newport News, VA, becoming a Lance Corporal in July 1974, followed by Sergeant in September 1974. He became a Marine Corps Reservist and spent time at Camp Pendleton until November 1978 when he was honorably discharged.

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**RALPH PAGE** (POW in WWII)

A member of the 303rd Bomb Group or “Hell’s Angels”, 2nd Lt. Page was stationed in England as a navigator on the “Tiny Angel”, a B-17 bomber. He was shot down over Germany and taken prisoner Aug. 15, 1944–held at Stalag Luft III-Central in Sagan, Poland. He remained a POW until liberated by General Patton’s forces in 1945. Ralph never forgot his crew; the ones killed when the plane was shot down, nor the ones he kept in touch with throughout the many years. He was a retiree of the C & P Telephone Company and worked his entire career in Washington, D.C.

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**LEWIS RODNEY CAIN** (KIA in Vietnam)

This star basketball and baseball player was a 1967 graduate of Brookvale Combine School. He was sent to Vietnam in September 1968 and was killed in action in November of that same year. He was survived by his parents, James Henry Cain Sr. and Bessie Nickens Cain and his siblings, Florence, Alma, James Jr. and Samuel; and his son, Albert P. Waddy.

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**PHOTOS:** Veteran photos may be in color or black and white, and should show the veteran in uniform. Head and shoulder 'portraits' are preferred.

Digital photos are required and must be submitted in electronic format (JPEG, at least 300 dpi). If you do not have access to a digital scanner, you can obtain a digital copy of a photograph at one of the following stores: CVS or Walgreen's in Hopewell; Staples at Southgate Square or Walmart on Southpark Blvd.

Photos will be printed in the same quality as they are received. The City will not enhance or attempt to improve the quality of any photograph/digital image.

Digital photos may be submitted electronically (e-mail) to: **[jburt@hopewellva.gov](mailto:jburt@hopewellva.gov)**. They may also be submitted using a CD or flash drive. A CD or flash drive may be sent with an application by regular mail or presented in person at the Department of Development Office, Hopewell City Hall, 3rd Floor, 300 North Main Street, Hopewell, VA 23860.

Regardless of how the digital photo is submitted, please make sure the photo includes the ***veteran's full name, period of service, and the donor's name and contact telephone number.***

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**SUBMITTING THE APPLICATION:** Once an application is complete and the digital photo has been obtained, the application and photo may be submitted to the Department of Development Office in City Hall in three ways:

1. In Person: A donor may present the completed application, the digital photo and payment at the Department of Development Office in City Hall. The office is located on the 3rd floor. The office is open Monday through Friday, 8:00 AM to 5:00 PM.
2. By U.S. Mail: A donor may mail the completed application, the digital photo and payment (in the form of a check or money order) to City of Hopewell, Dept. of Development, 3rd Floor, Attn: Veterans Banners 2018, 300 North Main Street, Hopewell, VA 23860.
3. Electronically: An application with the digital photo as an attachment may be sent to the City by e-mail. Electronic submissions should be sent to: **[jburt@hopewellva.gov](mailto:jburt@hopewellva.gov)**, Subject: Veterans Banners 2018

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**PAYMENT:** The purchase price for each banner ordered is \$100.00. There is no limit to the number of banners one may purchase.

**Check or Money Order:** The City will accept payment by check or money order when completed applications are sent by U.S. Mail or received in person at the Department of Development Office in City Hall.

**Cash:** Cash payment will only be accepted when an application with digital photo is submitted in person at the Department of Development Office in City Hall.

**Credit Card:** Those submitting an application and photo electronically (e-mail) may elect to pay using a credit card. However, payment by credit card will add an extra \$3.00 transaction fee to the cost of the banner.

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**QUESTIONS:** Any questions about the application or submitting it to the City should be addressed to Ms. Jennie Burt at 804-541-2220