

RESOLUTION NO. 1703

**A RESOLUTION OF THE DOYLESTOWN TOWNSHIP BOARD OF SUPERVISORS
APPROVING THE MILITARY PERSONNEL RECOGNITION PROGRAM.**

This resolution was prepared for record keeping purposes and includes the document(s) attached herewith as Exhibit(s) A, which was the subject of action by the Doylestown Township Board of Supervisors at their regularly scheduled meeting held on July 16, 2013.


Secretary / Township Manager

Doylestown Township Military Personnel Recognition Program

Mission Statement: The Doylestown Township Military Personnel Recognition Program (DTMPRP) will seek out, follow and ceremonially recognize the careers of Doylestown Township recently enlisted, active and retiring military personnel in all branches of the United States service and thank them for their service.

Purpose: The purpose of the DTMPRP is to recognize, support and thank Doylestown Township residents who recently enlisted, are actively serving and are retiring in all branches of the United States military.

Plan of Action:

1. The Township will advertise the program via:
 - Township website
 - Government Access Channel: Comcast 22, Verizon 31
 - Township Newsletter
 - Board of Supervisor regular meetings
 - Central Bucks School District (CBSD) High Schools

The advertisement will provide a short summary of the program and indicate who to contact and where to go to find more information on signing up for the program.

2. The Township will have all information pertaining to the DTMPRP available on its website (including application and procedure).

Program:

1. The service member to be honored may only be honored if they are recently enlisted, active or retiring.
2. When filling out the application form, one will see an option for an EPAL Opt-In. The EPAL Opt-In will be a system wherein service members and residents can exchange Email addresses to keep in contact during a service member's active duty. There will be a sign-up for the program on the Township website for residents interested in the EPAL Opt-In program.
3. The Township will receive the application forms.
4. Administration will contact each applicant quarterly. Once the Township contacts the applicant, the applicant will be informed of the next scheduled ceremony. The service member being honored and their family/close friends will be encouraged to attend the ceremony.

5. The Ceremony will take place at a regularly scheduled Board of Supervisors meeting.
6. The ceremony will be run as follows:
 - a. The Chairman of the Board of Supervisors will make a brief introduction to start off the ceremony. This introduction will include the Mission Statement, the Purpose, the date the DTMPRP was established and a list of those service members being honored at the ceremony.
 - b. The speaker will call each service member by name and take a picture of each service member with the Board of Supervisors. Each applicant will be given a certificate and a lapel pin with the Township Seal and/or American Flag.
 - c. At the end of the ceremony, each service member honored will have a picture taken of those in attendance and the picture will reside within the Township Administration building. Each participant will receive a copy of said picture. Each picture will be labeled, scanned and uploaded to the Township website.
7. If any of the service members in this program are KIA (Killed in Action) or MIA (Missing in Action), the Township will buy a personalized brick for the service member dedicated to their memory. The brick will have their Name, Branch, Rank, Deployment Location and Date engraved. The brick will be installed at the Community Service and Veterans Memorial at Triangle Park.
8. There will be an annual ceremony held at the Community Service and Veterans Memorial at Triangle Park to honor our fallen service men during the month of May. The Board of Supervisors and friends and family of the fallen will be invited to attend. This ceremony's planning will be handled annually by the Township.

Application:

The application form will include:

- The Name of the Program
- The Mission Statement
- The Purpose
- The Date of Program Establishment
- Areas for-
 - A. **Service Member Information**
 - i. Name
 - ii. EPAL Opt-In
 - iii. Military Branch
 - iv. Current Rank or Rank at Discharge
 - v. Doylestown Township Address
 - vi. Current Address

- vii. Date of Birth
- viii. Dates of completed or scheduled deployments
- ix. Phone
- x. Email
- xi. Additional Information

B. Applicant Information (If person other than service member)

- xii. Name
 - xiii. Relationship to Service Member
 - xiv. Current Address
 - xv. Phone
 - xvi. Email
 - xvii. Signature of applicant
 - xviii. Date
- Where/how to submit the application (Township Building Address, Email Address, Fax Number, etc.)
 - The Township Phone Number and website for further questions.

Doylestown Township Military Personnel Recognition Program

The Doylestown Township Military Personnel Recognition Program (DTMPRP) is a recently established Township program intent on honoring our community's Patriotic service members. Family, friends and neighbors can nominate a Doylestown Township military service member to be honored by completing an application form available on our Township website at www.doylestownpa.org. The program includes: an EPAL Opt-In, a ceremony honoring Township service members and an annual ceremony honoring fallen Township service members. Check our Township website at www.doylestownpa.org, Government Access Channel (Comcast 22, Verizon 31), call the Township at 215-348-9915 or stop by the Township Administrative offices at 425 Wells Road for further details.

Doylestown Township Military Personnel Recognition Program Application Form

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Established: July 2013

APPLICANT INFORMATION (PERSON NOMINATING SERVICE MEMBER)			
Name:		Relationship to Service Member:	
Current address:			
City:		State:	ZIP Code:
Phone:		Email:	
SERVICE MEMBER INFORMATION			
Name:			EPAL Opt-In: Y / N
Military branch:		Current rank or rank at discharge:	
Doylestown Township address:			
Current address:			
City:		State:	ZIP Code:
Date of birth:		Dates of completed or scheduled deployments:	
Phone:		Email:	
Additional information:			
SIGNATURES			
I authorize the verification of the information provided on this form.			
Signature of applicant:			Date:

Submit this form by:
Mail- Doylestown Township
425 Wells Road
Doylestown, PA 18901
Fax- 215/348-8729
Email- info@doylestownpa.org

For more information:
Call- 215/348-9915
Website- www.doylestownpa.org