



2024 Philadelphia Honors Diversity Flag Raising Program Overview & Guidelines

The Philadelphia Honors Diversity Flag Raising Program honors residents with international heritage with the goal to make Philadelphia a more welcoming city for immigrants. Flag raisings are intended to occur on a date of cultural significance for the community being honored.

BACKGROUND:

The Philadelphia Honors Diversity Flag Raising Program was launched by the City of Philadelphia in 2018 and celebrates our rich diversity, as the nation's first World Heritage City. The program honors residents with international heritage with the goal to make Philadelphia a more welcoming city for immigrants. The Philadelphia Honors Diversity Flag Raising Program is administered through a collaboration between the City's Office of the City Representative (OCR) and the Office of Immigrant Affairs (OIA). The program has raised more than 45 flags each year since its inception in 2018 with consistent return applicants each year.

Separate flag raisings may occur at the discretion of the Mayor's Office to advance the administration's goals of diversity, equity, and inclusion (i.e. LGBTQ, Juneteenth, Indigenous People's Day, World AIDS Day, etc.)

DETAILS:

- ❖ The City of Philadelphia will only raise flags recognized by the United States Department of State,
 - <https://www.state.gov/>
- ❖ The Philadelphia Honors Diversity Flag Raising Program provides the following to approved applicants at no cost to the applicant:
 - A special **one-hour** (maximum) ceremony held at the flagpoles on the North Apron of City Hall or at the Municipal Services Building or suitable alternative location if neither is available, that includes a formal flag raising.
 - The requested date of the flag raising shall be one of cultural significance to the applicant.
 - The location of the ceremony depends on time and space constraints. If City Hall North Apron is not available, the outside of Municipal Services Building will be offered as an alternative location on City property.
 - Typically, an applicant's flag will be flown for 24 hours. In the case of a flag raising held on a Friday, the maximum amount of time an applicant's flag will be flown is 72 hours.
 - Ceremonies are only held Monday through Friday (excluding City-observed Holidays), between **10:00AM to 3:00PM**.
 - The City requests Police or Civil Affairs presence, if available. If applicants have any safety concerns, the City can put in a mandatory request.
 - An applicant is expected to have at least 20 attendees at a flag raising ceremony.

- Applicants may request OIA and/or the City Representative to speak during the ceremony. Requests for the Mayor are a separate process facilitated by the Mayor's Office scheduling staff.
- Invites for community representatives and government dignitaries to speak or attend must be sent by the event organizer.
- All ceremony speakers should be committed to promoting the goal of the Philadelphia Honors Diversity Flag Raising Program, which is to honor residents with international heritage with the goal to make Philadelphia a more welcoming city for immigrants. Speakers should limit their comments on international conflict or dynamics and place greater emphasis on Philadelphia residents
- A public space for performances is provided for showcasing the community's culture.
- The City will provide a podium and sound system for a speaking program and cultural performances to accompany the flag raising ceremony.

CAPACITY & TIMELINE:

- ❖ In a typical calendar year, the program has a capacity to honor about 45 flag raisings, including non-international, ceremonies.
 - Due to limitations on capacity, the Philadelphia Honors Diversity Flag Raising Program may not be able to accommodate applicants' requested dates. Applicants are encouraged to provide three options for dates of cultural significance on their applications. If requested dates are not available, the City may propose an alternative date.
 - City departments and City officials' flag raisings, flag lowerings, flag ceremonies, and flag-related events take precedence over all applications.
 - As capacity allows, the City may add on additional flag raising ceremonies.
- ❖ An applicant's flag will be flown only once per calendar year (January 1 – December 31). Applicants are limited to one application per year. One flag raising ceremony per each foreign country's flag will be awarded to one applicant per year. Organizations from the same country are encouraged to partner together to provide one application.
- ❖ Applications must be submitted six weeks prior to the intended flag raising date
- ❖ Applicants will receive dates when space is available on a first-come, first-served basis.
- ❖ The City invites all prior applicants to submit new applications before the start of each new Philadelphia Honors Diversity Flag Raising Program season.
- ❖ The City will review and approve all applications within two weeks of submission and inform applicants of approval or denial of their request.
- ❖ Inclement weather conditions can result in a cancellation by the Office of the City Representative with a minimum of one-hour notice.

APPROVAL CRITERIA:

- ❖ In order to be approved for a flag raising ceremony in a given calendar year as part of the Philadelphia Honors Diversity Flag Raising Program, an applicant must be related in its mission or its membership to the country of the flag it seeks to raise; and
- ❖ Applications must be submitted six weeks prior to the intended flag raising date

- ❖ An applicant’s mission and programs should clearly promote the well-being or inclusion of Philadelphia’s immigrant communities; and
- ❖ An applicant must have its organizational address located in Philadelphia, PA
- ❖ An applicant’s requested date must be of significance to the country’s history
- ❖ The foreign country of the flag to be raised must meet at least one of the following criteria:
 - A nation with an official Consulate or Embassy in the United States, OR
 - A nation that is recognized by the United States Department of State

DENIALS:

- ❖ Applications from applicants that are not aligned with the goals of this program as set forth above shall be denied. Any applicant that explicitly promotes hate speech or has a well-known history of promoting hate speech will be denied.
- ❖ If an applicant does not meet the above qualifications or the program capacity has been reached in a calendar year, the following process will be followed:
 - An internal meeting will be convened to further discuss criteria and outcome and to determine the scope of what alternatives can be offered to the applicant based on the reason for denial.
 - The applicant will receive emailed notification of their denial.
 - If applicable, the City will offer the applicant an opportunity to meet to explore alternative options to acknowledge the value of its immigrant community to Philadelphia. Alternatives to a flag raising ceremony might include the following:
 - City officials attending or speaking at a community-led event;
 - Linkages to City services and programs that address a community need or desire (i.e., Mural Arts, Commerce); or
 - Invitation to participate in a different City initiative or program.



2024 Flag Raising Ceremony Application Instructions

The Philadelphia Honors Diversity Flag Raising Program honors residents with international heritage with the goal to make Philadelphia a more welcoming city for immigrants. Flag raisings are intended to occur on a date of cultural significance for the community being honored.

Please read and follow the instructions below before filling out an application.

- ❖ Approved Flag Raising Ceremonies are only held Monday through Friday (excluding City-observed Holidays), between **10:00AM to 3:00PM** for a one-hour program
- ❖ Applications must be submitted six weeks prior to the intended flag raising date
- ❖ To qualify for a Flag Raising Ceremony, your organization **must** be related in your mission or your membership to the country of the flag you seek to raise and should clearly promote the well-being or inclusion of Philadelphia's immigrant communities **and** have an organizational address located in Philadelphia
- ❖ The foreign country of the flag to be raised must meet at least one of the criteria: a) A nation with an official Consulate or Embassy in the United States; or b) A nation that is recognized by the United States Department of State
- ❖ Applicants must supply the country's officially recognized flag. The flag should be 6'x10', nylon, double-sided, with grommets on the top and bottom, left side corners of the flag. (Flag will be returned to you)
- ❖ Applicants are limited to **one** request per year (January 1- December 31) and are confirmed depending upon space availability on a first-come, first-serve basis
- ❖ The location of the flag raising ceremony depends on time and space constraints. If City Hall North Apron is not available, the outside of Municipal Services Building will be offered as an alternative location on City property, other city locations can be offered if neither space is available.
- ❖ Program agendas must be submitted and communicated to the Office of the City Representative, two weeks prior to start of the flag raising and notified of any changes.
- ❖ All requesting organizations must have at least 20 attendees at your Flag Raising ceremony
- ❖ City departments and City officials flag raisings, flag lowering flag ceremonies and flag-related events take precedence over all applications
- ❖ All ceremony speakers should be committed to promoting the goal of the Philadelphia Honors Diversity Flag Raising Program, which is to honor residents with international heritage with the goal to make Philadelphia a more welcoming city for immigrants
- ❖ In a typical calendar year, the program has a capacity to recognize about 45 flag raising ceremonies. As capacity allows, the City may add on additional flag raising ceremonies

If your application is approved, you will receive the following items:

- ❖ A email confirmation of your Flag Raising Ceremony date, time, and location
- ❖ The City will provide a podium and sound system for speaking program and cultural performances
- ❖ A checklist of event requirements and essential documents
- ❖ A mayoral document request form (if requesting a proclamation)
- ❖ A link to the Mayor's scheduling (if requesting the Mayor's attendance; Not guaranteed-based upon Mayor's availability)
- ❖ Flag will be raised for a minimum of 24 hours – maximum of 72 hours

Flag Raising Ceremonies are **ONLY** held Monday - Friday 10:00AM – 3:00PM

Application must be emailed to:

Džana Badnjevic,
Events & Special Projects
Coordinator
dzana.badnjevic@phila.gov

Cost for a Flag Raising Event:

Sound, podium, and space are provided free of charge. All other needs are at organizers expense.

Questions?

Email Džana Badnjevic
dzana.badnjevic@phila.gov
cityrep@phila.gov

2024 FLAG RAISING CEREMONY APPLICATION

Thank you for your interest in participating in the PHL Honors Diversity Flag Raising Program.

This application must be emailed to the Office of City Representative at Dzana.badnjevic@phila.gov or cityrep@phila.gov six (6) weeks in advance of your requested date

Requests are limited to one organization/country per year.

Applications are confirmed upon space availability on a first-come, first-serve basis.

WE ASK THAT YOU DO NOT PROMOTE OR SHARE INFORMATION ABOUT YOUR PROPOSED FLAG CEREMONY DATE UNTIL OFFICIAL CONFIRMATION HAS BEEN SENT TO YOU BY THE OFFICE OF THE CITY REPRESENTATIVE



Country: _____ Preferred Flag Raising Ceremony Date: _____

Alternative Dates of Program: _____

Flag Raising Colors (Attach Photo of flag requested) _____

Time of Program Requested (1hour between 10am-3pm): _____

Name of Organization: _____

Cultural Significance of Proposed Date: _____

Contact Person: _____

Organization Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Cell Number: _____

E-mail Address: _____

Social Media Account(s) to tag: (Facebook, X , Instagram): _____

Will you be coordinating with an Embassy, Consulate or City Council member?

Yes, I will be coordinating with _____

No

Please list partner organization/community that will be involved in supporting this flag raising:

Have you previously raised this flag with our PHL Honors Diversity Program? If so, when?

Optional Activities?

- Presentation of City Proclamation
- Remarks from a City Official
- Remarks from Office of Immigrant Affairs

Email completed application six weeks in advance of requested date

To

Džana Badnjevic

Events & Special Projects Coordinator

Office of the City Representative

Dzana.badnjevic@phila.gov

cityrep@phila.gov