

**The Banner City/Town designation is awarded to the municipality, not an individual.**

Any number of your City's/Town's elected and appointed officials may work together to accomplish the five MML participation requirements. Cities and towns earning the Banner City/Town designation will be recognized at the annual summer conference.

You must complete all five parts on this form and **return it to MML by May 25** along with the requested documentation described in each part. No exceptions to the deadline. Completed forms and documentation may be scanned and emailed to MML to [paulah@mdmunicipal.org](mailto:paulah@mdmunicipal.org) in lieu of mailing.

**Please list the name and email or phone number of your town's Banner City Contact Person:**

**PART ONE**

The municipality must send at least one representative to the annual summer conference and the fall conference. A one-day registration will meet this criterion as long as the representative participates in summer conference activities, e.g., workshops, general session or other meetings. MML staff will verify this. No information or signature required by City/Town.

**Annual Summer Conference: June 25 - June 28, 2017**

**Fall Conference: October 11 - 14, 2017**

**PART TWO**

Your municipality was represented at **50%** of the year's Chapter Meetings\*

\*Any chapter-related event held between June 2017 and May 2018

Chapter Name \_\_\_\_\_

Date \_\_\_\_\_ Attendee Name \_\_\_\_\_

Date \_\_\_\_\_ Attendee Name \_\_\_\_\_

Date \_\_\_\_\_ Attendee Name \_\_\_\_\_

Date \_\_\_\_\_ Attendee Name \_\_\_\_\_

Date \_\_\_\_\_ Attendee Name \_\_\_\_\_

PART TWO- Continued

Chapter Officer signature/verification \_\_\_\_\_

**PART THREE**

Our City/Town conducted and promoted a Municipal Government Works (MGW) Month activity, **OR** made a city/town MGW Month proclamation **OR** displayed the MGW flag during the month of November. Check at least one of the boxes below and submit the required information.

Activity and Date (attach photo, press release or newspaper/newsletter article about activity including social media, #MGWmonth)

Proclamation Date (attach copy to this form) \_\_\_\_\_

Displayed MGW flag for the month of November (attach photo)

**PART FOUR**

I visited at least one school to educate students about municipal government **and/or** encouraged 4<sup>th</sup> grade teachers & students to participate in the "If I Were Mayor, I Would..." Essay Contest. *\*or documentation from school or news article*

Participant Name(s) \_\_\_\_\_

Date of Visit \_\_\_\_\_

Name of School \_\_\_\_\_

Name of School Official \_\_\_\_\_

\*School Official Signature \_\_\_\_\_

**Notes: 1) There is no longer a need for a signature for Part One or Part Five. MML will verify this information. 2) Part 2 requires a signature only after you've attended all of the required meetings and have noted the date and person attending.**

**Part Five**

At least **one** elected official or municipal employee must have participated in **at least ONE of the following MML activities or programs during this Banner City/Town year**. Circle at least one bullet and provide requested data.

- ◆ Must have served on the MML Board of Directors **OR**
- ◆ Must have served as a Chapter/Department officer/Chapter Board of Directors **OR**
- ◆ Must have been a member in good standing on an MML committee  
Committee Name: \_\_\_\_\_

Name of official on Board or Chapter/Department Officer:

**OR**

- ◆ Must be enrolled in or graduated from the Academy for Excellence in Local Governance (Attach e-mail or fax from the Institute for Governmental Service (IGS) verifying enrollment or graduation date or attach a copy of graduation certificate.) **Name of Academy Participant(s):**

**OR**

- ◆ The municipality's mayor must have participated in the Maryland Mayors Winter Conference during current Banner/City Town Year  
Mayor's Name \_\_\_\_\_

**OR**

- ◆ Must have exhibited on Municipal Main Street at the MML annual summer conference  
Municipality: \_\_\_\_\_

**OR**

- ◆ Must have participated in the Student Shadowing Experience Program  
Your name \_\_\_\_\_ Date \_\_\_\_\_  
School \_\_\_\_\_ Student \_\_\_\_\_

Teacher's or Principal's Signature \_\_\_\_\_

The Maryland Municipal League  
**Banner City/Town Program**



**Participant Documentation Form**  
**For the City/Town of**

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*The MML Banner City/Town Program bestows formal recognition each year to cities and towns that have demonstrated an outstanding commitment to MML programs and activities through the involvement of their elected and appointed officials.*