



# 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.*

## Philadelphia Honors Diversity Flag Raising Program Background:

The Philadelphia Honors Diversity Flag Raising Program was launched by the City of Philadelphia in 2018 and celebrates 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 flown 40 flags since its inception in 2018 with consistent return applicants each year.

The Philadelphia Honors Diversity Flag Raising Program is separate from the City's Flags on the Benjamin Franklin Parkway Program and other parts of the city. The Flags on the Parkway Program is currently administered by the Mayor's Office and is not subject to the guidelines below. The City first hung international flags on the Parkway in 1976 as part of the observance of our country's bicentennial. Due to space constraints, the Flags on the Parkway are currently at capacity and unable to accommodate any additional requests for flags.

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.)

## Philadelphia Honors Diversity Flag Raising Program Details:

- ❖ The City of Philadelphia will only raise flags recognized by the United States Department of State
- ❖ The Philadelphia Honors Diversity Flag Raising Program offers the following to approved applicants at no cost to the applicant:
  - A special one-hour ceremony at the flagpoles at the North Apron of City Hall that includes a formal flag raising.
  - The 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, 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 Friday flag raising, the maximum amount of time an applicant's flag will be flown is 72 hours.
  - Ceremonies are held only Monday through Friday (excluding City-observed Holidays), between 10:00AM to 4:00PM.
  - The City requests Police or Civil Affairs presence, if available. If applicants have any safety concerns, the City can put in a mandatory request.
  - The ability to invite community representatives and government dignitaries to speak on the community's behalf.
  - 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.

- 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.
- A public space for performances 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.

#### **Philadelphia Honors Diversity Flag Raising Program Capacity & Timeline:**

- ❖ In a typical calendar year, the program has a capacity to honor 45 flag raisings 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 3 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.
- ❖ Applicants will receive dates when space is available on a first-come, first-served basis.
- ❖ The City typically 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.

#### **Philadelphia Honors Diversity Flag Raising Program 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
- ❖ 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 in Philadelphia, PA; and
- ❖ 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, OR
  - A nation that has significant historical, ethnic, or commercial ties to Philadelphia.

## Philadelphia Honors Diversity Flag Raising Program 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 by OIA and OCR to include the Department of Commerce, Mayor's Office, and Law Department, and any additional departments or offices as relevant, to confirm the application should be denied and discuss rationale. The internal meeting will also determine the scope of what alternatives can be offered to the applicant based on the reason for denial.
  - The applicant will receive written 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 and 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.



# 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.*

**Listed below are instructions to help complete the Philadelphia Honors Diversity Flag Raising Program Application. Please read and follow the instructions below before filling out an application.**

- ❖ Approved Flag Raising Ceremonies are held **ONLY Monday through Friday (excluding City-observed Holidays)**, between 10:00AM to 4:00PM for a one-hour program
- ❖ 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 in Philadelphia
- ❖ The foreign country of the flag to be raised must be: a. A nation with an official Consulate or Embassy in the United States; b. A nation that is recognized by the United States Department of State; OR c. A nation that has significant historical, ethnic, or commercial ties to Philadelphia
- ❖ Applicants must supply the country's 6'x10' officially recognized flag. The flag should be nylon, double-sided, with grommets
- ❖ Applicants are limited to **one** request per year (January 1- December 31) and are confirmed depending upon space availability on a first- come, first-served basis
- ❖ The location of the flag raising ceremony depends on time and space constraints. If City Hall North Apron is not available, Municipal Services Building will be offered as an alternative location on City property
- ❖ All requesting organizations must have at least 20 attendees on the day of your Flag Raising
- ❖ 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 honor 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 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 link (if requesting a proclamation)
- ❖ A link to the Mayor's scheduling form (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

**NOTE:** Please do not advertise, promote, or share information about your requested Flag Raising until you receive a final confirmation.

Flag Raising Ceremonies are performed **ONLY Monday - Friday 10:00AM - 4:00PM**

Must be emailed to:  
Office of City Representative (OCR) at  
[Robert.Nonemacker@phila.gov](mailto:Robert.Nonemacker@phila.gov)

Cost for a Flag Raising Event:  
**FREE**

Questions?  
Call  
215.683.2058



## 2023 FLAG RAISING CEREMONY APPLICATION

Thank you for your interest in participating in our 2023 flag raising year!

This application must be emailed to the Office of City Representative at [Robert.Nonemacker@phila.gov](mailto:Robert.Nonemacker@phila.gov)

*Requests are limited to one organization/country per year.*

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

*We ask that you do not promote or share information about your proposed flag raising date until official confirmation has been sent to you.*

Country: \_\_\_\_\_ Preferred Flag Raising Date: \_\_\_\_\_

Alternative Date: \_\_\_\_\_ Time: \_\_\_\_\_

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, Twitter, 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:

\_\_\_\_\_

### Optional Activities?

- ☐ Presentation of City Proclamation
- ☐ Would you like remarks from City Representative, Sheila Hess
- ☐ Would you like remarks from Director of Immigrant Affairs, Amy Eusebio

\_\_\_\_\_

Email completed application to [Robert.Nonemacker@phila.gov](mailto:Robert.Nonemacker@phila.gov)