



FLAG RAISING REQUEST FORM

Requests must be received at least four (4) weeks prior to the date of flag raising. Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to town@comox.ca. Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Organization you are representing:		
Primary purpose of Organization:		Number of members:
Mailing address of Organization:		Contact Name:
		Phone:
City:	Postal Code:	Email:
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion <input type="checkbox"/> Arts and Cultural Celebration		
<input type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Special Honour of Individual		
<input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Other (specify):		
Description of Organization and relevant information related to your request (attach additional page if needed):		
Has a similar request been submitted in the past five years?		
<input type="checkbox"/> YES (provide date of previous request): _____		<input type="checkbox"/> NO
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:		
Date of application:	Signature of applicant:	Print name:
OFFICE USE ONLY		
Request meets Flag Protocol Policy (YES/NO):		<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO:	<input type="checkbox"/> Group not located in Comox Valley <input type="checkbox"/> Event/Request related to ideological or religious beliefs <input type="checkbox"/> Event/Request contrary to Town policy or bylaw <input type="checkbox"/> Campaign intended for profit-making	
Community Flag Raising Dates (max 7 days):		

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.