

VA



U.S. Department  
of Veterans Affairs

## VETERANS DAY REGIONAL SITE APPLICATION

### VETERANS DAY NATIONAL COMMITTEE

DEPARTMENT OF VETERANS AFFAIRS  
ATTN: VETERANS DAY COORDINATOR (002D)  
810 VERMONT AVENUE, NW  
WASHINGTON, DC 20420

The Veterans Day National Committee recognizes select Veterans Day observances throughout the country that represent fitting tributes to America's heroes. To apply, please complete this application and submit via e-mail to the Veterans Day National Committee at [vetsday@va.gov](mailto:vetsday@va.gov).

Please **PRINT** or **TYPE** clearly. This information will be posted on the Veterans Day National Committee Web site.

SITE NAME *(City or County to be designated on certificate and official Regional Site listings)*:

SPONSORING ORGANIZATION NAME:

BUSINESS MAILING ADDRESS  
*(Include City, State and Zip code)*:

BUSINESS PHONE NUMBER *((999) 999-9999)*:

BUSINESS FAX NUMBER *((999) 999-9999)*:

BUSINESS EMAIL ADDRESS:

ARE VETERANS SERVICE ORGANIZATIONS INVOLVED IN YOUR EVENT?

☐ NO

☐ YES *(If "yes", please list which ones and briefly describe their role as either participatory or planning/coordination)*:

WEB SITE *(If applicable)*:

SIGNATURE

DATE *(MM/DD/YYYY)*

Describe the activities you want the Veterans Day National Committee to consider when selecting Veterans Day Regional Sites. Please provide sufficient information for the Committee to make an informed decision. If applicable, provide information about previous years' activities, including copies of pamphlets, official programs, photographs, newspaper clippings, video tapes or other material as necessary. Regional site evaluation criteria can be found at <https://department.va.gov/veterans-day/regional-sites/>.

*(Attach additional sheets if necessary)*

The Veterans Day National Committee meets each May to review applications and select regional sites for the current year. The application deadline is May 2 of every year. Applicants can expect to be notified of the committee's decision in July.

Veterans Day Regional Sites will receive letters and certificates of designation from the Veterans Day National Committee. As Chairman of the Veterans Day National Committee, the Secretary of Veterans Affairs will request support for Regional Site activities from State Governors and will request that the Department of Defense (DoD) assign a local DoD coordinator, if one is available, to assist in obtaining military ceremonial support.

For questions about this application or the Veterans Day Regional Site program, please contact the Veterans Day National Committee by emailing [vetsday@va.gov](mailto:vetsday@va.gov).

**RESPONDENT BURDEN:** VA may not conduct or sponsor, and the respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-877-222-8387 for mailing information on where to send your comments.