**TEAM LEADER INSTRUCTIONS FLAG REMOVAL**
**Saturday, June 3rd, 2023 and June 10**

**FLAG REMOVAL WILL BE CONDUCTED IN MULTIPLE STEPS IN 2023.
THEY WILL BE COLLECTED ON JUNE 3 AND DELIVERED TO SUMTER COUNTY
FAIRGROUNDS FOR DRYING.  THEY WILL BE TURNED TO COMPLETE DRYING DURING
MIDWEEK, AND THEN WILL BE BUNDLED FOR STORING ON JUNE 10.**

Please wear your Team Leader Shirt

*DIRECTION FOR REMOVAL AT THE CEMETERY ON JUNE 3*

- Bring a supply of rags or an old towel and a trash bag
- Return to your assigned section by 7:30 AM and supervise flag removal
  - Instruct volunteers to retrieve all flags and bring them to a central point in the section for bundling and packing the totes.
  - Tarps are provided at each section to keep the flags off the ground
- Instruct volunteers on the proper removal, bundling, and storing flags in the totes.
  - Demonstrate twenty flags in a bundle with a rubber band wrapped once around the staffs just below the flag
  - We will use a consistent 540 flags (27 bundles) per tote.
  - Every tote should have at 3 - 4 desiccant packs inside. Please assure that these packs remain in the totes and are not lost or thrown away.
  - Remove flags from broken staffs and collect flags. Place collect broken teams and take them home with you for disposal.  Keep flags for re-staffing at a later date.
- Instruct volunteers to complete their section and move on to another area as assigned
- Contact the Event Coordinator (Nikki Balasch 352-476-8993) when sections are complete and await further instructions or release from duty

*DIRECTION FOR BUNDLING FLAGS WHEN DRIED FOR STORAGE, JUNE 10*

- Bundle *dry* flags into bundles of 20 each, wrapped with two rubber bands.  One wrapped twice around the flags, and the other wrapped three times around the bottom.
- Dry flags to be placed in totes, 540 flags (27 bundles) per totes.
  - Team leader to *make sure that no damp flags are put into totes*
  - Damp flags to remain at fairgrounds for additional drying
- Totes to be loaded on the truck(s), and transported to the storage unit