

# 2024 Flags For Fallen Vets – Fort Logan

## Section Leader Duties

*THANK YOU all so much, for generously giving your time to help us Honor and Remember our interred Veterans!*

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### **Sunday, May 26th PLACEMENT DAY:**

- **7:30 am** – Meet at the ADMIN BLDG (Kenyon Gate)
- **7:30 am** – **REVIEW** instructions and **PICK-UP** radios, packets, t-shirts
- **8:00 am – 8:15 am** – All Leaders place their loved ones flags
- **8:15 am** – Leaders must be in their sections for early arrivals
- **8:30 am** – Team Leads give single flag for Volunteers to place for loved ones
- **9:00 am – Placement Begins (not sooner – ask early birds to please wait)**
  - **MONITOR** progress in your areas – RADIO in with Status updates
  - **MAKE SURE** your areas are **100% "Flagged"** and **Cleaned up**
  - **Consolidate extra flags, Rubber Bands, & broken flags into one tote**
- **Duration of placement:**
  - **Hand out flags, provide instructions, field questions.**
  - **Walk section and ensure Flags placed properly, pick up trash, especially rubber bands (these destroy the lawn mowers)**
  - **Stack empty totes & lids and place near sidewalk/street for pick up**
- **Wrap up:**
  - **Walk section and Ensure all interred have received a flag**
  - **Return radios, trash, and anything remaining in your section to the Admin bldg.**
  - **Turn in any lost and found to Amber**

**Have FUN!** This is to honor our Fallen Vets and their families

**Ask all Volunteers to be back for REMOVAL**

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Amber Schoenrock: [Amber.Schoenrock@flagsforfallenvets.com](mailto:Amber.Schoenrock@flagsforfallenvets.com)

1. **THANK the Volunteers for their support and volunteering**
2. **SHOW & TELL – Proper Flag Placement & Cemetery Protocol:**
  - **HEADSTONES** / Grave **MARKERS** – **Show** Volunteers how to:
    - Place Flags **12" OUT** from headstone & **CENTERED**
    - **pre-sink 5" hole**
    - **Place Flag** – so it stands up in bad weather but doesn't touch the ground
  - **COLUMBARIUM Sections** –
    - 1 Flag placed in front of each **column** – in the gravel trench right in front
  - **FLAGS Only go in FRONT** of grave markers – NOT BEHIND even if a name is there
  - **DO NOT PUSH or Hammer flags** from the top – the staffs **WILL BREAK**
  - **DO NOT MOVE objects** at any grave – a small pebble could have significant meaning
    - **WE PLACE OUR FLAG** to the side of any objects already there
  - **Volunteers – SAY EACH VETERANS NAME** and **THANK THEM for their SERVICE**
3. **HANDING out FLAGS:** \_\_\_\_\_  
LEADERS -
  - **FIRST – ASK** anyone with a **LOVED ONE** in your section – Give them **ONE SINGLE FLAG** – Not a bundle
  - **NEXT – Volunteers on list for YOUR SECTION**
    - **2 BUNDLES** per person (if list shows 5 - they get 10 bundles)
4. **PLEASE:** \_\_\_\_\_
  - **DO NOT MOVE TOTES** onto the lawn - they **must stay at the curb**
  - Return **ALL EXTRA Flags & Broken FLAGS** – *Flags for Fallen Vets* buys ALL Flags
  - **PICK UP / RETURN ALL RUBBER BANDS** – these damage the lawn mowers
  - Volunteers **COLLECT any Trash** - We **MUST** leave the grounds **PRISTINE**

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**HELP** your Volunteers – **MONITOR** your section – **CATCH** errors early

**Walk your area – BE SURE your area is 100% Properly Flagged**

Put **RUBBER BANDS** in 1 tote – **EXTRA FLAGS** in 1 tote – **DAMAGED FLAGS** in 1 tote  
Stack the totes where they were staged, so the truck can pick them up

**Ask ALL Volunteers to please help with  
Removal June 4th at 9:00 am**

Use the sign up sheets. Put sign up sheets & Roster in the zip lock bag – drop in a tote  
**WHEN YOUR AREA IS COMPLETE – Please direct volunteers to help in other sections as needed.**

**Don't forget to Turn in RADIOS**

**THANK YOU!!!**