

**2023 FLAGS FOR FALLEN VETS**  
**HOUSTON NATIONAL CEMETERY**  
**FLAG REMOVAL – Saturday, June 3<sup>rd</sup> – 9:00 am**

**VOLUNTEER Instructions**

**\*RAIN or SHINE\*** – Stay hydrated – Bring WATER – Dress for the weather

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- *IMPORTANT – The Cemetery has closed the road from the admin bldg to the maintenance area.*
    - *\*See map. Stepping on this road surface will damage your shoes*
    - *The cemetery is resodding in some areas, so these will be muddy*

**9:00 am – PLEASE Be at your ASSIGNED SECTION:**

- If you **DO NOT** have an Assigned Section – go to the Hemi-cycle for assignments

**Our GOALS for the day:**

- **RETRIEVE ALL** Flags
- **GET FLAGS WIPED** off – we are **NOT** CLEANING flags, just wiping off dirt / mud
  - **Please BRING** shop cloths, old cut up towels, t-shirts, etc. to wipe staffs
- **Get ALL FLAGS BUNDLED** – 20 flags to a bundle (instructions below)
- **Put ALL FLAGS** into totes – fill totes as full as possible, but able to close the lid

**IN Your SECTION – LEADERS assign tasks** – “Assembly line” process goes faster

- **Runners** – **PULL** up Flags – bring to the totes - (**kids** love this task)
- **Counters** – **WIPE** off staff (and the flag - if it's dirty) **count** into groups of 20
- **Bundlers** – **Bundle** 20 Flags into tight bundles – see “**HOW TO**” info, below
- **Put bundles in TOTES** – be mindful of mud getting on the flags
  - **TRUCKS** will come around to collect totes (please put totes at curb)

**Kindly move to the next area that needs help – if you see flags – they need help**

**“HOW TO” BUNDLE –**

*(\*FLAGS MUST be bundled and **STAY** bundled or they **WILL** be ruined!)*

- **Smooth out flags** - roll 20 flags **TIGHTLY** – **staffs MUST** be **TIGHTLY** banded
  - **ONE** Rubber band on bottom, wrap 3x's around (**NOT 3** rubber bands)
  - **ONE** Rubber band on the top, wrap 2x's around (**NOT 2** rubber bands)
- **Put flag bundles in totes** – fill up the totes

**BUNDLE ALL** Flags – **UNLESS STAFF** is so damaged it **CAN'T** be bundled

- **Flags** – with missing staples – or a bit torn – **BUNDLE** them
- **Broken Staff** – If you **CAN** bundle it – **BUNDLE** it

**TOO DAMAGED** – Flags so damaged that they **CAN'T** be Bundled:

- Lay these **NEATLY** and flat in a **SEPARATE TOTE** – we reuse them

**PLEASE STAY and HELP – UNTIL the CEMETERY is COMPLETED**

*You **HONOR** our Fallen Veterans by giving your time and doing this work!  
We **THANK YOU** sincerely – We could **NOT** do this without you!*