

# TEAM LEADER RESPONSIBILITIES

## 2023 Flag Placement—May 28

- Meet at the Assembly Area not later than 8:00AM, Flag Placement to begin at 9:00AM
- Immediately following the last minute instructions proceed to your assigned section.
- Determine if there are any family members with loved ones in your section.
  - Allow family members to place flags first.
- Instruct your volunteers on the proper location and placement of the flags.
  - Flags only go on the front of a headstone or marker, 12 inches from the CENTER of gravestone or marker, and 4 inches deep. Use four inch screw driver as needed.
  - None on the back, even if there is a name.
  - Columbarium placement is one flag in front of each column in the trench that already exists.
- Instruct volunteers to: **Read the veteran's name aloud and thank them for their service and sacrifice.**
- Handling of Flags
  - Separate flags from broken staffs, and keep flags for restaffing.
  - Collect rubber bands for use on Removal Day.
  - Keep extra flags in one tote and re-bundle loose flags in bundles of 20 with one rubber band at the top wrapped twice and one rubber band at the bottom wrapped three times.
  - After placement, be sure the area is clean, remove all trash from the cemetery.

## 2023 Flag Removal—June 3

- Scheduled start time is 9:00AM—Bring towels
- Meet at the assembly area at 8:30 and distribute empty totes to the sections
- Instruct Volunteers to wipe the flag staffs. Bundle flags in bundles of twenty (20) with a rubber band at top and another at the bottom of the staffs. Place 25 bundles in each tote.
- Separate broken staffs from flags and keep flags for re-staffing

- After removal, be sure the area is clean, remove all trash including broken staffs and damaged flags from the cemetery.