

# 2022 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 29th 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 GOOD flags into ONE tote**
  - **Collect RUBBER BANDS** in a zip baggie – put in a tote
  - **Place BROKEN flags** in a separate tote
- **Duration of placement:**
  - Hand out flags, provide instructions, field questions.
  - 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 Leaders –to be back for REMOVAL**

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1. **SHOW & TELL** – Proper Flag Placement & Cemetery Protocol: \_\_\_\_\_
- **HEADSTONES** / Grave **MARKERS** – **Show** Volunteers how to:
    - Place Flags **12" OUT** from headstone & **CENTERED**
    - **SINK 5"** deep – 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 flags** from the top – the staffs **WILL BREAK**
  - **DO NOT MOVE objects** at any grave – a small pebble could have significant meaning
    - **WE MOVE OUR FLAG** to the side of any objects already there
  - **Volunteers – SAY EACH VETERANS NAME** and **THANK THEM** for their **SERVICE**

2. **HANDING out FLAGS:** \_\_\_\_\_

LEADERS -

- **FIRST – ASK** anyone with a **LOVED ONE** in your section – Give them **ONE SINGLE FLAG** – Not a bundle
- **NEXT – Volunteers with on list for YOUR SECTION – get 2+ BUNDLE(s)** of Flags
  - **1 Ticket Per Person** – if they have 4 tickets – 4 people must come up
  - **2 BUNDLE** per person

3. **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 in 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!!!**