

TEAM LEADER INSTRUCTIONS

FLAG REMOVAL Saturday, June 4th, 2022

Please wear your Team Leader Shirt

Bring a supply of rags or an old towel and a trash bag

Return to your assigned section by 8:30 AM and supervise flag removal.

If flags are dry, you may begin as soon as volunteers arrive

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 flags and another wrapped twice around the bottom staff.

We will use a consistent 540 flags per tote in the future, so please confirm that the total flags per tote equal 540.

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.

Instruct volunteers to complete their section and move on to another area as assigned.

Remove flags from broken staffs and collect flags. Place

Remove flags from broken staffs,
collect broken teams and take them
home with you for disposal

keep flags for re-staffing and return them to the flag repair station located at the Combat Vets to Careers Truck near Columbarium 1

Contact the Event Coordinator (Nikki Balasch 352-476-8993) when sections are complete and await further instructions or release from duty.

In the Event of Rain or Wet Flags

*In the event of wet flags, complete all of the above tasks with the exception of the rubber bands. ONLY ONE RUBBER BAND ON THE TOP OF THE FLAGS