

**2023 Volunteer Instructions Fort
Sam Houston National Cemetery,
San Antonio, TX
Flag Placement Day, May 28**

- Arrive at FSH National Cemetery and proceed to the Section as designated on your confirmation email to arrive not later than 9:00AM. Expect heavy traffic near the cemetery. RAIN OR SHINE, we will proceed.
- What to bring:
 - A heavy screw driver and hammer
 - Your own bottled drinking water
- Your Section Team Leader will be waiting for you at your section.
 - Flags will be passed out to volunteers at 9:00 AM.
 - Volunteers with loved ones buried in the cemetery will be allowed to place flags on their graves before others are permitted to place any flags.
- Placing the Flags
 - Flags only go on the front of a headstone or marker; none on the back, even if there is a name there.
 - Place the flag 12 inches from the CENTER of gravestone or marker, and 4 inches deep. Use four inch screw driver as needed.
 - Columbarium placement is one flag in front of each column in the trench that already exists.
- What to say when placing the flag
 - ***Read the veteran's name aloud and thank them for their service and sacrifice.***

Flag Removal Day, June 3

- Scheduled start time is 9:00AM.
- Please bring an old towel or rag to wipe down the flag staffs before bundling.
- Upon collecting flags bundle them in bundles of twenty.
 - use one rubber band wrapped twice at the top of the bundle
 - and another rubber band wrapped thrice at the bottom
 - place the completed bundles into the totes provided
 - ***do not pick up flags that vary from the size of our standard flag***