

2023 FLAGS FOR FALLEN VETS – HOUSTON FLAG REMOVAL – Saturday, June 3rd 9:00 am

LEADER Instructions

RAIN or SHINE

**Dress for the weather – bring your own water*

8:00 am – LEADERS – Be at your ASSIGNED SECTION:

- BE set up & ready to go - Volunteers WILL arrive early - **YES, you can start early!**
- FYI - Cemetery will close the road from the admin bldg to the maintenance area.
See map. Stepping on this road surface will damage your shoes
- The cemetery is re-sodding in some areas, so these may be muddy

LEADERS – Our GOALS for the day:

- **RETRIEVE ALL** Flags – CLEAR the entire Cemetery
- **GET ALL FLAGS WIPED** off – we're NOT CLEANING flags, just wiping off dirt / mud
 - **BRING SHOP CLOTHS** – old cut up rags, t-shirts, etc. to wipe flags
- **BUNDLE all FLAGS** – 20 flags to a bundle (see below)
- **FILL TOTES to Capacity** – we want to consolidate to as few totes as possible

At your SECTION – LEADERS - **BE in Charge** - “Assembly line” process is 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 – FILL the Totes
- **TRUCKS** will come to pick up totes - **WALK YOUR AREA!!** Be **SURE** it's CLEAR

HOW TO BUNDLE – (We are **NOT processing Flags** – just bundling ALL Flags)

FLAGS MUST be bundled and **STAY bundled** until dry or they **WILL be ruined!**

- Smooth out flags - roll 20 flags **TIGHTLY** - **staples MUST** be tight – band them
 - **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** it is so damaged they **CAN'T** be bundled

- **Torn Flags** – or with missing staples – etc. – **BUNDLE** them
- **Broken Staff** – **If you CAN** bundle it – **BUNDLE** it

TOO DAMAGED – if it **CAN'T** be Bundled:

- Place **NEATLY** and lay **FLAT** in a **SEPARATE TOTE**

When your section is cleared – continue in other areas of the cemetery – ask volunteers to **PLEASE** stay and help – until the cemetery is finished!

*THANK YOU so much for your help – We could not do this without you!
We are HONORING our Fallen Veterans with this work we do for them!*