

**Flags for Fallen Vets**  
*at the*  
**South Florida National Cemetery**

**Volunteer Instructions**

**◆◆◆ Flag Placement Day on Sunday, May 28, 2023, 08:45 a.m. ◆◆◆**

- **What to bring:**
  - Your Registration Confirmation Email
  - A screwdriver, a hammer and a 12" ruler (alternatively, if your screwdriver or hammer is exactly 12", you won't need a 12" ruler)
  - Bottled drinking water
- **RAIN OR SHINE, we will proceed.**
- **Upon your arrival at the South Florida National Cemetery:**
  - Expect heavy traffic in and around the cemetery.
  - A Cemetery Map with Designated Volunteer Parking Areas is available on our website.
  - **Please arrive at your Section no later than 8:45 a.m.**
  - Please provide your Email Registration to your Section's Team Leader.
  - Any Volunteers or Visitors who have family members interred at the Cemetery are allowed to place flags on the graves of their loved ones ***at any time.***
  - **With the exception of flags placed by family members, NO flags are to be placed before 9:00 a.m. and before the playing of TAPS.**
- **At 8:45 a.m.,** your Section's Team Leader will review the following instructions:
  - Never disturb anything at a gravesite.
  - Flags are only placed in front of the headstone or marker.
  - Flags are NOT placed in the back of headstones even if there is a name inscribed on the back of the headstone.
  - Flags are placed 12 inches from the center of the gravestone or marker and 4 inches deep.
  - Please DO NOT use hammers to drive the flags into the ground. Instead, use the hammer to drive the screwdriver into the ground and then place the flag into the hole created by the screwdriver.
  - Regarding flag placement in the Columbarium, only one flag is placed in front of each column in the existing trench at the bottom of the column.
  - ***After placing the flag, read the Veteran's name aloud and thank the Veteran for their service and their sacrifice.***

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- Return all unused flags, damaged flags, and all rubber bands to the appropriate totes at the front of your Section.
- Please be mindful of proper etiquette at all times:
  - ✓ Please use the rows and columns within the cemetery. Do not walk between the gravestones.
  - ✓ Please be most respectful and considerate when placing flags and when inside the field of gravestones.
- **At 9:00 a.m.**, after family members have been allowed to place their flags on the graves of their loved ones *and* upon hearing the playing of TAPS, all registered Volunteers will be allowed to begin placing the flags.
- **Before you leave: (1)** make sure there is a flag placed at every gravestone; **(2)** remove all trash and other debris from your Section and **(3)** ask your Section's Team Leader if they need any help with anything else.
- **Please join us on Flag Removal Day on Saturday, June 3<sup>rd</sup> at 8:45 a.m.**

**Thank you for volunteering! We are grateful for your hard work and dedication!**

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**◆◆◆ Flag Removal Day on Saturday, June 3, 2023, 08:45 a.m. ◆◆◆**

- **What to bring:**
  - A supply of clean dry rags or towels and a new trash bag
  - Bottled drinking water
- **Upon your arrival at the South Florida National Cemetery:**
  - Expect heavy traffic in and around the cemetery. RAIN OR SHINE, we will proceed.
  - A Cemetery Map with Designated Volunteer Parking Areas is available on our website.
  - **Please arrive at your Section no later than 8:45 a.m.**
- **At 8:45 a.m.,** your Section's Team Leader will review the following instructions:
  - Never disturb anything at a gravesite.
  - Do NOT remove flags that do not belong to Flags for Fallen Vets. Our flags are the flags that are placed 12 inches from the center of the gravestone or marker.
  - Do NOT remove black POW flags, or flags with plastic staffs, or any other flags that do not belong to Flags for Fallen Vets.
  - Wipe down each flag and each flag's staff with a clean dry rag or towel and remove any dirt, debris, and excess moisture.
  - There are 20 flags in a bundle.
    - ✓ If the flags are dry, bundle the wooden staffs straight and tight and wrap the flag tops around the wooden staffs smoothly and tightly. Secure the flag tops with one rubber band wrapped around 2 times, and then secure the exposed wooden staffs with one rubber band wrapped around 3 times.
    - ✓ If the flags are wet, bundle the wooden staffs straight and tight and wrap the flag tops around the wooden staffs smoothly and *loosely*. DO NOT rubber band the flag tops. Secure the exposed wooden staffs with one rubber band wrapped around 2 or 3 times.
  - Do NOT leave bundled flags on the ground. Return each bundle of flags to the appropriate totes at the front of your Section.
  - Pack 25 bundles of flags into each tote.
  - Return all flags with broken staffs or any other damage to the appropriate totes at the front of your Section.

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- Please be mindful of proper etiquette at all times:
  - ✓ Please use the rows and columns within the cemetery. Do not walk between the gravestones.
  - ✓ Please be most respectful and considerate when placing flags and when inside the field of gravestones.
- **After flag removal: (1)** make sure there are no flags remaining in the field of gravestones; **(2)** remove all trash and other debris from your Section, and **(3)** ask your Section's Team Leader if they need any help with anything else.
- **You will receive an email notifying you of the date and time of Flag Processing Day. Please sign up for Flag Processing Day when you receive the email.**

**Thank you for volunteering! We are grateful for your hard work and dedication!**