

# TEAM LEADER RESPONSIBILITIES

## 2020 Flag Placement

- Meet at the Assembly Area not later than 9:00AM
- Immediately following the Flag Placement Ceremony proceed to your assigned section.
- Determine if there are any family members with loved ones in your section.
  - Allow family members to place flags first.
- Instruct your volunteers on the proper location and placement of the flags.
  - Flags only go on the front of a headstone or marker, 12 inches from the CENTER of gravestone or marker, and 4 inches deep. Use four inch screw driver as needed.
  - None on the back, even if there is a name.
  - Columbarium placement is one flag in front of each column in the trench that already exists.
- Instruct volunteers to: **Read the veteran's name aloud and thank them for their service and sacrifice.**
- Handling of Flags
  - Separate flags from broken staffs, and keep flags for restaffing.
  - Collect rubber bands for use on Removal Day.
  - Keep extra flags in one tote and re-bundle loose flags in bundles of 20 with one rubber band at the top wrapped twice and one rubber band at the bottom wrapped three times.
  - After placement, be sure the area is clean, remove all trash from the cemetery.
  - Notify the Coordinator when your section is complete, and await to be released.