

TEAM LEADER RESPONSIBILITIES

Prior to Flag Placement Day – May 27

- Call and send an introduction email to all of your Volunteers.
- Share your email address and/or cell number for communication purposes. Make sure each of your Volunteers has your phone number.
- Team Leaders are requested to attend the Flag Placement Day and the Flag Removal Day
- Meet at the Cemetery in the Maintenance area at 3PM on Saturday, May 27 to receive an initial briefing & to help distribute flag totes to your sections.
- Each tote will have at 3 - 4 desiccant packs inside, please make sure everyone knows that these packs are to be saved in the totes & not thrown away. This applies to both placement & pickup days.

2023 Flag Placement—May 28

- **PLEASE WEAR YOUR LEADER SHIRT ON PLACEMENT DAY**
- Meet at the Assembly Area not later than 8:00AM
- Immediately following the last minute instructions proceed to your assigned section.
- Determine if there are any family members with loved ones in your section. (Goldstar families)
 - Allow family members to place flags first, prior to 9:00AM.
- 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.

2023 Flag Removal—June 3

- **PLEASE WEAR YOUR LEADER SHIRT ON REMOVAL DAY**
- Scheduled start time is 9:00AM—Bring towels
- Meet at the assembly area at 8:00 and distribute empty totes to the sections
- Instruct Volunteers to wipe the flag staffs. Bundle flags in bundles of twenty (20) with a rubber band at top and another at the bottom of the staffs. Place 25 bundles in each tote.
- Separate broken staffs from flags and keep flags for re-staffing
- After removal, be sure the area is clean; remove all trash including broken staffs and damaged flags from the cemetery.