

2017 BLACK HILLS/FT. MEADE NATIONAL CEMETERIES TEAM LEADER INSTRUCTIONS AND ASSIGNMENTS

THANK YOU ALL FOR VOLUNTEERING TO BE A TEAM LEADER FOR THIS FIRST ANNUAL FLAG PLACEMENT. THIS IS AN INCREDIBLY IMPORTANT YEAR FOR US HERE AS OUR PERFORMANCE WILL DETERMINE WHETHER WE WILL BE INVITED BACK NEXT YEAR AND IN THE YEARS FOLLOWING.

You will need to meet at the **“COMMITTAL SHELTER” AT 7:30AM**. Here you will be given any last-minute instructions and **RADIOS** before you head to your assigned section/sections.

Here is what you need to know when you reach your area and what to say to your volunteers.

1. Your totes of flags will already be in your assigned area. If you are assigned 2 areas such as “A/B” then you will meet at the totes already placed in section A.
2. The event will begin at approximately 9am with the playing of “TAPS” on the cemetery sound system.
3. Before this you may have an individual come to you and say they have a relative at rest in this section and would like to place their flag before everything begins. This is because they were assigned to another section. Please give them 1 flag and walk them over and show them how to place the flag. (I will be showing you all this at 7:30am)
4. After you hear taps you want to have a quick instruction period for your volunteers. Please say they should **“NOT TOUCH ANYTHING IN, AROUND OR ON A HEADSTONE”** This has a special meaning to whomever left it.
5. The flag is placed as close to 12” out front the center of the headstone on the FRONT side only. It should be placed at a depth deep enough so that it will not be blown over in inclement weather. Recommendation is 5” deep. Not so deep as the flag touches the ground. **(Please demonstrate this to everyone)** This is why everyone was asked to bring a 12” ruler, hammer and screwdriver. This will assist them in making the hole.
6. **PLEASE DO NOT HAMMER THE FLAG IN FROM THE TOP OF THE GOLDEN SPEAR. IT WILL ONLY BREAK THE SPEAR AND THE STAFF WILL HAVE TO BE REPLACED. RECOMMENDATION IS TO MAKE THE HOLE FIRST THEN HOLD THE FLAG NEAR THE BOTTOM OF THE STAFF AND PRESS DOWN SO THAT IT IS DEEP ENOUGH.**
7. If something is in the way at 12” then just move our flag left or right of the obstacle and place.
8. **After the flag is placed the volunteer should say the veterans name and thank them for their service.**
9. At **NO TIME** should the flags they are carrying be placed on the ground/up against the headstone or on top of the headstone. My suggestion is tuck them under their arm..
10. You are now ready to start to hand out flags.

11. **Ask if there is anyone here that has a loved one buried in any of the sections you are responsible for. If so ask them to come up front with their ticket and exchange it for 1 bundle of flags. Only 1 ticket per person can receive flags. (If they say they are getting some for others and have more tickets than those people need to come up and get their flags)**
12. **After all the loved ones have gotten their flags you are ready to start collecting tickets and giving out bundles of flags to other ticket holders. (Please save the old tickets..there is a baggie in the tote for you to put them in) The same rules apply here. One ticket per person and 1 bundle per ticket.**
13. **After all the ticket holders have their flags you might have others there without tickets. Please start to give any remaining bundles to these people. You might or might not have flags for them.. (We have placed extra flags in each section to account for breakage)**
14. **After all the flags are gone you will have people coming back to you asking for more flags. When they are done the whole cemetery is probably done. You will have radios that you can talk with other team leaders. Ask if they need help and if they do you can send people over there to help.**
15. **Have the volunteers bring all extra flags and broken staffs/flags back to you and place in one tote. Have volunteers return all rubber bands and place into another tote. (We will need them the next Saturday to rebundle)**

Please remind everyone this is hallowed ground and to please keep an eye on their children..

YOU WILL WANT TO WALK YOUR SECTIONS ONCE EVERYTHING IS DONE TO ENSURE ALL FLAGS ARE PLACED CORRECTLY AND ARE DEEP ENOUGH AND THAT THE ENTIRE AREA IS CLEAN.

A PICKUP WILL COME AROUND TO PICK UP ALL YOUR TOTES.

HERE ARE YOUR ASSIGNED AREAS OF RESPONSIBILITY. A MAP IS ATTACHED..

FT MEADE:

**GRAIG & SHARLA PRICE
COLLEEN HUDSON**

BLACK HILLS

EVENT DIRECTOR MARV CZERWONKA SECTIONS A/B, C/MA, D/MB, E, O, P/Q
EVENT CO-DIRECTOR KAREN MCKELVIE SECTIONS

SECTION A/B CRAIG & KRIS MATTSON

SECTION C/MA VERN BILLS & ABIGAIL NORMAN

SECTION D/MB JEFF DAVIS & LYNN KENDALL

SECTION E JOE GOGAIN & SHARON CZERWONKA

SECTION F/ML/COL A/B JIM LEANDER & JOAN FINN

SECTION G/MG LE ROY CAPLKA & TERRY MIOTKE

SECTION H HARRY STORDAHL

SECTION i JON MORANTI

SECTION J LOREN LARSON

SECTION K BOB KAVANUCH

SECTION N/GCREM JACK DEAN

SECTION O PAUL OTT

SECTION P/Q JAN ANDERSON

Hope I got everyone. If you have any questions before the 28th please reach out to Marv or me at 817 798 9414