

# Team Leader Instructions

## 2018 Flag Removal Day, June 2

- Bring a supply of rags or an old towels and a trash bag
- **Please wear your Team Leader shirt**
- Return to your assigned section by 8:30AM and supervise flag removal.
- *If flags are dry you may begin as soon as volunteers arrive*
- *Instruct volunteers to retrieve all flags and bring them to a central point in the section for bundling and and packing the totes. Tarps to be provided at each section to keep the flags off of the ground.*
- Instruct volunteers on the proper removal, bundling and storing of flags in the totes.
- Demonstrate twenty flags in a bundle with a rubber band wrapped once around the flags and another rubber band wrapped twice around the bottom staffs.
- Confirm that the total flags per tote, equals the number on the tote label.
- Instruct volunteers to complete their section and move on to another section as assigned.
- Remove flags from broken staffs, collect broken staffs and take them home with you for disposal
- Keep flags for re-staffing and return them to the flag repair station
- Contact the Event Coordinator when sections are complete and await further instructions or release from duty.

### **In the Event of Rain or Wet Flags**

- Do all of above except
- Band the bottom of the flag staff only and leave the flag top end loose