

2021 Flags For Fallen Vets – Fort Logan Coordinator Duties

***If you cannot make any of these dates, times, duties, etc. – PLEASE tell me, asap
Amber Schoenrock <amber.schoenrock@flagsforfallenvets.com>**

COORDINATOR ITINERARY:

Sunday, May 30th PLACEMENT DAY:

- **7:30 am** – Meet in the Maintenance lot –S. Sheridan side (enter North Gate)
- **7:30 am** – **Meet with your Leaders** - Be sure **ALL Leaders are present**
 - **Make sure ALL sections have leaders** – Move leaders around as needed
 - **REVIEW instructions with Leaders**
 - **SIGN OUT and EXPLAIN HOW** to use the **RADIOS**
 - **Hand out section PACKETS / T-shirts**
- **8:00 am – 8:15 am** – All Leaders place their loved ones flags
- **8:15 am** – Leaders must be in their sections for early arrivals
- **8:30 am** – Team Leads give single flag for Volunteers to place for loved ones
- **9:00 am** – **Placement Begins (not sooner – ask early birds to please wait)**
 - **CHECK** on your areas **early** for compliance!
 - **HELP** your leaders – **Call for back up, if needed**
 - **MONITOR** progress in your areas – **RADIO** in with Status updates
 - **MAKE SURE** your areas are **100% "Flagged"** and **Cleaned up**
 - **Consolidate extra GOOD flags into ONE tote**
 - **Collect RUBBER BANDS** in a zip baggie – put in a tote
 - **Place BROKEN flags** in a separate tote
- **Wrap up-** once all flags have been place-
 - Walk through your areas to ensure no trash and all flags are placed
 - Close lids on totes and ensure on sidewalk/street for pick up
 - Turn in Radio and any important info/lost items found to Amber/Bob
- **Have FUN!** This is to honor our Fallen Vets and their families
- **Ask all Leaders –**
 - How many can be at **REMOVAL** – make a list – **Give to Amber or Bob**

**THANK YOU all so much, for generously giving your time
to help us Honor and Remember our interred Veterans!**

We are truly humbled by your dedication and PATRIOTISM

Bob (Morrison) Fussner: flagsforfallenvets@yahoo.com
Amber Schoenrock: Amber.Schoenrock@flagsforfallenvets.com

Fort Logan National Cemetery
LEADER INSTRUCTIONS
2021 Memorial Day Flag Placement
Flags For Fallen Vets

1002 Davis Street, Cleburne, TX 76033 FlagsForFallenVets.com 501 (C)3 NON-PROFIT

SUNDAY, MAY 30TH

Leaders – Meet your Area Coordinators at 7:30 AM in the Cemetery

**Meeting areas to be designated later*

Please arrive early and place your loved one's flag **BEFORE we meet*

Your Event Coordinators are:

Amber Schoenrock - (303)548.9066 Amber.Schoenrock@flagsforfallenvets.com

Morrison “Bob” Fussner II - Founder, President (817) 798.9414 3rd Generation Marine

Area Coordinators will manage large areas of the cemetery

****Area Coordinators are here to help with Issues - Questions – Supplies***

Your Coordinator will have your info packets

Thank you so much for being a part of our “Leadership Team!”

It takes a team to make this event a success, and we appreciate every one of you.

ITINERARY:

- **7:30 am** – **LEADERS** meet with your **Area Coordinator** to:
 - Review instructions
 - Receive Info **PACKETS**
 - Then - disperse to your sections

- **8:00 am** – Please be at your Assigned Sections (by the Totes of Flags)
- **8:30 am**- Early arrivals may be there to place a **loved one’s flag**
 - Please give them **ONE** flag (not a whole bundle)
 - They may have a ticket for another section – so just one flag
 - Please ask other “early birds” to kindly wait until 9:00 am

- **9:00 am** – Volunteers arrive – “TAPS” will play over the cemetery sound system
 - After TAPS – You will begin your talking points to the Volunteers
 - First – **THANK EVERYONE** for coming our this morning to help us –

***Honor and Remember our Veterans at Rest at
Fort Logan National Cemetery***

After Thanking the Volunteers –

1. **SHOW & TELL – Proper Flag Placement & Cemetery Protocol:** _____
 - **HEADSTONES** / Grave **MARKERS** – **Show** Volunteers how to:
 - Place Flags **12" OUT** from headstone & **CENTERED**
 - **SINK 5"** deep – so it stands up in bad weather, but doesn't touch the ground
 - **COLUMBARIUM Sections** –
 - 1 Flag placed in front of each **column** – in the gravel trench right in front
 - **FLAGS Only go in FRONT** of grave markers – NOT BEHIND even if a name is there
 - **DO NOT PUSH flags** from the top – the staffs **WILL BREAK**
 - **DO NOT MOVE objects** at any grave – a small pebble could have significant meaning
 - **WE MOVE OUR FLAG** to the side of any objects already there
 - **Volunteers – SAY EACH VETERANS NAME** and **THANK THEM** for their **SERVICE**
2. **HANDING out FLAGS:** _____

LEADERS -

 - **FIRST – ASK** anyone with a **LOVED ONE in your section** – to please come forward
 - If they **have** a ticket for **YOUR SECTION** –
 - Trade that ticket for **2 BUNDLES** of **FLAGS** / **Keep the ticket**
 - If they **DO NOT have** a ticket for **YOUR SECTION** –
 - Give them **ONE SINGLE FLAG** – Not a bundle
 - **NEXT – Volunteers with tickets for YOUR SECTION** – get **2 BUNDLE** of **Flags**
 - **1 Ticket Per Person** – if they have 4 tickets – 4 people must come up
 - **2 BUNDLE** per person
 - **KEEP Tickets** – put in the zip baggie, and drop in a tote
 - **After all tickets are collected – Non-ticket holders** may receive flags if available
3. **PLEASE:** _____
 - **DO NOT MOVE TOTES** onto the lawn - they **must stay at the curb**
 - Return **ALL EXTRA Flags & Broken FLAGS** – *Flags for Fallen Vets* buys ALL Flags
 - **PICK UP / RETURN ALL RUBBER BANDS** – these damage the lawn mowers
 - Volunteers **COLLECT any Trash** - We **MUST** leave the grounds in **PRISTINE** condition

HELP your Volunteers – **MONITOR** your section – **CATCH** errors early

*Walk your area – **BE SURE** your area is **100% Properly Flagged***

Put **RUBBER BANDS** in 1 tote – **EXTRA FLAGS** in 1 tote – **DAMAGED FLAGS** in 1 tote
Stack the totes where they were staged, so the truck can pick them up

**Ask ALL Volunteers to please help with
Removal June 5th at 9:00 am**

Use the sign up sheets. Put sign up sheets & Roster in the zip lock bag – drop in a tote
WHEN YOUR AREA IS COMPLETE – Please direct volunteers to help in other sections as needed.

Don't forget to Turn in RADIOS

THANK YOU!!!