

TEAM LEADER RESPONSIBILITIES

2017 Flag Removal Day, June 3

- Bring a supply of rags or an old towels
- Please wear your orange shirt
- Return to your assigned section by 8:30AM and supervise flag removal.
- 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 twice around the flags and another rubber band wrapped three times around the 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 to be discarded in trash bags provided
 - keep flags for restaffing and return them to the flag repair station near the front entrance of the cemetery.
- Contact the Team Coordinator when sections are complete and await further instructions or release from duty.