

# 2017 Volunteer Instructions

## Florida National Cemetery, Bushnell

### Flag Placement Day, May 28

- Arrive at Florida National Cemetery and proceed to the Section as designated on your ticket to **arrive not later than 9:00AM**. Expect heavy traffic near the cemetery. RAIN OR SHINE, we will proceed.
- What to bring:
  - A screw driver and hammer
  - Your own bottled drinking water
- Your Section Team Leader will be waiting for you at your section.
  - Flags will be passed out to volunteers at 9:00 AM.
  - Volunteers with loved ones buried in the cemetery will be allowed to place flags on their graves before others are permitted to place any flags.
- Placing the Flags
  - Flags only go on the front of a headstone or marker; none on the back, even if there is a name there.
  - Place the flag 12 inches from the CENTER of gravestone or marker, and 4 inches deep. Use four inch screw driver as needed.
  - Columbarium placement is one flag in front of each column in the trench that already exists.
- What to say when placing the flag  
***Read the veteran's name aloud and thank them for their service and sacrifice.***

### Flag Removal Day, June 3

- Scheduled start time is 9:00AM.
- Please bring an old towel or rag to wipe down the flag staffs before bundling.
- Upon collecting flags bundle them in bundles of twenty.
  - use one rubber band wrapped twice at the top of the bundle
  - and another rubber band wrapped thrice at the bottom
  - place the completed bundles into the totes provided
  - **do not pick up flags that vary from the size of our standard flag**