

# Team Leader Instructions

## 2020 Flag Removal Day, May 30

- 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.
- We will use a consistent 540 flags per tote in the future so please confirm that the total flags per tote equals 540.
- Every tote should have at 3 - 4 desiccant packs inside, please assure that these packs remain in the totes and are not lost or thrown away.
- 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 located at the Combat Vets to Careers Truck near Columbarium 1
- Contact the Event Coordinator (Phil Beatty 317 431-3624 or David Makarewicz 810 845-9950) 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