

TEAM LEADER RESPONSIBILITIES SARASOTA NATIONAL CEMETERY

PLEASE MEET WITH EVENT DIRECTOR AT 7AM FOR INSTRUCTION AT PATRIOT PLAZA. REPORT TO YOUR ASSIGNED SECTION AT 7:30AM. TICKETS ARE COLOR CODED SO YOU CAN NOTICE IF SOMEONE IS OUT OF PLACE.

WEAR YOUR ORANGE SHIRTS

1. You may have a volunteer show up in your section before 8 AM looking to place 1 flag on a loved one's grave site. Please give them 1 flag from the box to place - not a whole bundle. They most likely have a ticket somewhere else.
2. At exactly 8 AM "TAPS" will play over the cemetery sound system. This is your key to begin.
3. Children under the age of 14 must be accompanied by an adult that can assist with placement.
4. First thank everyone for coming out this morning to Honor our Veterans at rest.
5. Then discuss proper protocol at a National Cemetery. (NOTHING IN/AROUND OR ON A HEADSTONE OR MARKER SHOULD BE TOUCHED OR MOVED) If something is in the way of where our flag should go, then just move the flag left or right to place.
6. The flag should be placed only on the front side of the headstone or marker or in a columbarium in the trench in front of each row. The flag should be placed 12" out from the center of the head stone or marker and at a depth of at least 5" deep enough so that the flag will not fall over in inclement weather but not so deep that the flag touches the ground. Paint sticks and 4" Phillips Screwdrivers are included in your supplies.
7. Best practice is to make a hole first, then place the flag in and push down. DO NOT hit the top of the "GOLDEN SPEAR" with a hammer. It will only break the spear.
8. AFTER YOU HAVE PLACED THE FLAG SAY THE VETERANS NAME AND THANK THEM FOR THEIR SERVICE
9. Ask if there are any volunteers that have a loved one at rest in this/these areas (you might have more than 1 area of responsibility). If this is the case, then the loved one can go to the other section right away to place the flags. Exchange 1 bundle of flags for 1 ticket. Only 1 ticket may be used per person.
10. After loved ones have received their flags please start the same process of exchanging tickets for bundles. (Same rules apply)
11. After all the tickets have been collected (SAVE THE TICKETS) and if any flags remain please give those to people that might have showed up without a ticket. (You may or may not have flags left)
12. Leaders should walk their sections while the flags are being placed to ensure everything you discussed is followed.
13. After all flags are placed, please police the area for any trash. Also, consolidate totes inside each other with extra flags going in only one tote. This will include ANY broken flags/staffs. There will be 2 baggies in one of the totes. These are for the tickets and rubber bands.
14. Move totes to curb for removal. Call or text your Event Director to let her know you are finished.
15. WALK YOUR SECTION ONE LAST TIME TO ENSURE FLAGS ARE AT CORRECT DEPTH AND IN RIGHT LOCATION

THANK YOU FOR THE INCREDIBLE SERVICE YOU HAVE DONE THIS MORNING.