

**2018 Volunteer Instructions
Sarasota National Cemetery**

Flag Placement Day, May 26, 2018

- Arrive at Sarasota National Cemetery and proceed to the Section as designated on your ticket to **arrive not later than 7:45AM**. Expect heavy traffic near the cemetery. RAIN OR SHINE, we will proceed.
- What to bring:
 - Your own bottled drinking water
 - A 4" Phillips screwdriver
- Your Section Team Leader will be waiting for you at your section.
 - Flags will be passed out to TICKETED volunteers at 8:00 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.
 - Each child under the age of 14 must have an adult assist with placement.
- 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, using the paint stick provided and 4 inches deep, using a 4" Phillips screw driver as needed.
 - Columbarium placement is one flag in front of each column in the trench that already exists.
 - Do not use a hammer on the Flag Staffs
- What to say when placing the flag
Read the veteran's name aloud and thank them for their service and sacrifice.

**ALL VOLUNTEERS ARE INVITED TO ATTEND THE MEMORIAL DAY CEREMONY
AT 10AM AT PATRIOT PLAZA**

Flag Removal Day, June 2, 2018

- Scheduled start time is 7:30AM.
- Please bring an old towel or rag to wipe down the flag staffs before bundling.
- Bring your own bottled water.
- 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**