

Flags for Fallen Vets
at
South Florida National Cemetery
Volunteer Instructions

******* Flag Removal Day, June 5, 2021 *******

- **What to bring:**
 - A supply of clean dry rags or towels and a trash bag
 - Bottled drinking water
- **Upon your arrival at the South Florida National Cemetery:**
 - When parking on the street, PARK ONLY on one side of the street. A Cemetery Map with Designated Volunteer Parking Areas was emailed with these Instructions.
 - Expect heavy traffic in and around the cemetery. RAIN OR SHINE, we will proceed.
 - **Please arrive at your Section no later than 8:45 a.m.**
- **At 8:45 a.m.,** your Section's Team Leader will review the following instructions:
 - Never disturb anything at a gravesite.
 - Do NOT remove flags that do not belong to Flags for Fallen Vets. Our flags are the flags that are placed 12 inches from the center of the gravestone or marker.
 - Do NOT remove black POW flags, flags with plastic staffs, or any other flags that do not belong to Flags for Fallen Vets.
 - Wipe down each flag and each flag's staff with a clean dry rag or towel and remove any dirt, debris, and excess moisture.
 - There are 20 flags in a bundle.
 - ✓ If the flags are dry, bundle the wooden staffs straight and tight and wrap the flag tops around the wooden staffs tightly and smoothly. Secure the flag tops with one rubber band wrapped around 2 times, and then secure the exposed wooden staffs with one rubber band wrapped around 2 or 3 times.
 - ✓ If the flags are wet, bundle the wooden staffs straight and tight and wrap the flag tops around the wooden staffs *loosely*. DO NOT rubber band the flag tops. Secure the exposed wooden staffs with one rubber band wrapped around 2 or 3 times.
 - Do NOT leave bundled flags on the ground. Return each bundle of flags to the appropriate totes at the front of your Section.
 - Pack 25 bundles of flags into each tote.
 - Return all flags with broken staffs or any other damage to the appropriate totes at the front of your Section.

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- Please be mindful of proper etiquette at all times:
 - ✓ Please use the rows and columns within the cemetery. Do not walk between the gravestones.
 - ✓ Please be most respectful and considerate when placing flags and when inside the field of gravestones.
- **After flag removal: (1)** make sure there are no flags remaining in the field of gravestones; **(2)** remove all trash and other debris from your Section, and **(3)** ask your Section's Team Leader if they need any help with anything else.
- **You will receive an email notifying you of the date and time of Flag Processing Day. Please sign up for Flag Processing Day when you receive the email.**

Thank you for volunteering! We are grateful for your hard work and dedication!