

**2018 Volunteer Instructions
South Florida National Cemetery**

Flag Placement Day, May 27

- Arrive at South 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, hammer and a 12” ruler
 - Your own bottled drinking water
- Your Section Team Leader will be waiting for you at your section.
 - Parking will be by the Columbarium in the adjacent field.
 - Please meet in the section listed on your ticket at 9:00 AM.
 - Team Leaders will review instruction and pass out flags 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 5 inches deep. Use four inch screw driver as needed.
 - Never disturb ANYTHING at someone’s gravesite.
 - 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 2

- 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**