

2023 Volunteer Instructions

Flag Placement Day, Sunday, May 28

- Arrive at Bay Pines National Cemetery and proceed to the Assembly Area for the Flag Placement Ceremony **not later than 9:00AM**. Expect heavy traffic near the cemetery. Proceed to your assigned Section for Flag Placement. RAIN OR SHINE, we will place flags.
- What to bring:
 - A screw driver
- Your Section Team Leader will meet you at your section.
 - Please meet at your assigned section in the section listed on your confirmation
 - Team Leaders will review instructions and pass out flags to volunteers.
 - 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 backside of a headstone or marker.
 - Place the flag 3 inches from the CENTER of gravestone or marker, and 4 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 3

- 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**