

2023 Flags For Fallen Vets – Fort Logan

Section Leader Duties

THANK YOU all so much, for generously giving your time to help us Honor and Remember our interred Veterans!

Sunday, May 28th PLACEMENT DAY:

- 7:30 am – Meet at the ADMIN BLDG (Kenyon Gate)
- 7:30 am – **REVIEW** instructions and **PICK-UP** radios, packets, t-shirts
- 8:00 am – 8:15 am – All Leaders place their loved ones flags
- 8:15 am – Leaders must be in their sections for early arrivals
- 8:30 am – Team Leads give single flag for Volunteers to place for loved ones
- 9:00 am – **Placement Begins (not sooner – ask early birds to please wait)**
 - **MONITOR** progress in your areas – RADIO in with Status updates
 - **MAKE SURE** your areas are **100% "Flagged"** and **Cleaned up**
 - **Consolidate extra flags, Rubber Bands, & broken flags into one tote**
- **Duration of placement:**
 - Hand out flags, provide instructions, field questions.
 - Walk section and ensure Flags placed properly, pick up trash, especially rubber bands (these destroy the lawn mowers)
 - Stack empty totes & lids and place near sidewalk/street for pick up
- **Wrap up:**
 - Walk section and Ensure all interred have received a flag
 - Return radios, trash, and anything remaining in your section to the Admin bldg.
 - Turn in any lost and found to Amber

Have FUN! This is to honor our Fallen Vets and their families

Ask all Volunteers to be back for REMOVAL

Amber Schoenrock: Amber.Schoenrock@flagsforfallenvets.com

1. **THANK the Volunteers for their support and volunteering**
2. **SHOW & TELL – Proper Flag Placement & Cemetery Protocol:**
 - **HEADSTONES** / Grave **MARKERS** – **Show** Volunteers how to:
 - Place Flags **12" OUT** from headstone & **CENTERED**
 - **pre-sink 5" hole**
 - **Place Flag** – so it stands up in bad weather but doesn't touch the ground
 - **COLUMBARIUM Sections** –
 - 1 Flag placed in front of each **column** – in the gravel trench right in front
 - **FLAGS Only go in FRONT** of grave markers – NOT BEHIND even if a name is there
 - **DO NOT PUSH or Hammer flags** from the top – the staffs **WILL BREAK**
 - **DO NOT MOVE objects** at any grave – a small pebble could have significant meaning
 - **WE PLACE OUR FLAG** to the side of any objects already there
 - **Volunteers – SAY EACH VETERANS NAME** and **THANK THEM** for their **SERVICE**
3. **HANDING out FLAGS:** _____
LEADERS -
 - **FIRST – ASK** anyone with a **LOVED ONE** in your section – Give them **ONE SINGLE FLAG** – Not a bundle
 - **NEXT – Volunteers on list for YOUR SECTION**
 - **2 BUNDLES** per person (if list shows 5 - they get 10 bundles)
4. **PLEASE:** _____
 - **DO NOT MOVE TOTES** onto the lawn - they **must stay at the curb**
 - Return **ALL EXTRA Flags & Broken FLAGS** – *Flags for Fallen Vets* buys ALL Flags
 - **PICK UP / RETURN ALL RUBBER BANDS** – these damage the lawn mowers
 - Volunteers **COLLECT any Trash** - We **MUST** leave the grounds **PRISTINE**

HELP your Volunteers – **MONITOR** your section – **CATCH** errors early

Walk your area – BE SURE your area is 100% Properly Flagged

Put **RUBBER BANDS** in 1 tote – **EXTRA FLAGS** in 1 tote – **DAMAGED FLAGS** in 1 tote
Stack the totes where they were staged, so the truck can pick them up

**Ask ALL Volunteers to please help with
Removal June 4th at 9:00 am**

Use the sign up sheets. Put sign up sheets & Roster in the zip lock bag – drop in a tote
WHEN YOUR AREA IS COMPLETE – Please direct volunteers to help in other sections as needed.

Don't forget to Turn in RADIOS

THANK YOU!!!