

VOLUNTEER INSTRUCTIONS FOR FLAG PLACEMENT AT BAY PINES NATIONAL CEMETERY

Date and time: Sunday, May 26, 2024. Arrive and park by 08:15. This event is held RAIN OR SHINE!

What to wear: Dress for the weather, wear sturdy shoes, flip flops are NOT recommended. Grounds may be damp or wet.

What to bring: A 12 inch ruler or 12 inch paint stick, a small rubber mallet, a screwdriver with a minimum shaft of 4" to 6" length, water for your personal hydration.

Parking: Park behind the cemetery in the overflow parking lot at the campus. Follow the directional Parking Signs at the cemetery.

Reporting: Report to the Section that you have either chosen or been assigned to – see your latest registration form for your assignment. Do not begin flag placement until you have received correct instructions from your assigned Section's Team Leaders and they have distributed flags.

Family Members will be allowed to place their loved one's flag at 08:50.

All Volunteers will begin placement at 9am sharp. Flags will be placed **12" from center** of Veteran's Memorial Marker, behind the marker, – no exceptions. Once Flag is placed, say the name of the Veteran, and thank them for their service and their sacrifice – no exceptions. Once your section is finished, please go to other sections to assist.

Do not use mallet on the flag staffs or spear. Use the mallet on the screwdriver only to make a minimum of 4" depth hole to then insert the flag.

Do not remove or move any personal items left at our Veterans monuments.

Columbarium Assignments: For those volunteers placing at the Columbarium, place one flag per column in the existing trench.

VOLUNTEER INSTRUCTIONS FOR FLAG RETIREMENT AT BAY PINES NATIONAL CEMETERY

Date and time: SUNDAY, JUNE 2, 2024. Arrive and park by 8:30am. This event is held RAIN OR SHINE!

What to wear: Dress for the weather, wear sturdy shoes, flip flops are NOT recommended. Grounds may be damp or wet.

What to bring: Rags for wiping down the flag staffs, water for your personal hydration.

Parking: Park behind the cemetery in the overflow parking lot at the campus. Follow the directional parking signs at the cemetery. Report to the Memorial Monument in front of the Administration Building to receive instructions on flag removal and re-bundling. We will only remove our flags. Do not touch or remove anything else from the veterans' memorial markers.