

2021 INSTRUCTIONS FOR CEMETERY VOLUNTEERS

PICK-UP FLAGS/HOLDERS/CLIPBOARDS: VFW Post 7105, 710 South Washington St, Fredericksburg, TX
(please use back door)

- **Pick up For Greenwood Cemetery: Thursday May 13th 9-11 am / 1-4 pm**

- **Pick up For City Cemetery: Friday May 14th 9-11 am / 1-4 pm**

TUESDAY May 25th - SATURDAY May 29th by Noon:

Place Flags at your assigned cemetery and only place flags on your ASSIGNED NAMES.

FRIDAY June 4th or SATURDAY June 5th: Pick-up your flags & holders at your cemetery

*(Only pick up flags with a **RED STRIPE** and only for the names on your list)*

THURSDAY June 10th 9-11 am / 1-3 pm OR FRIDAY June 11th 9-11 am

- **Return RINSED OFF or WASHED Flags, clipboards (list & map) & holders**

Highly recommend that you go to your cemetery before the week you are placing the flags, to make sure you know where your graves are. If you need help locating the graves, contact Kristy Errington, Assistant VSO, Gillespie County Veterans Service Office at (830) 997-3758 or Email: kerrington@gillespiecounty.org

- Flags should be placed on the left side of the headstone (as you face the front of the headstone), unless it is a joint headstone, and the Veteran is on the right side – then place it nearest to the Veterans headstone. All our flags have a colored RED STRIPE on the staff below the flag.
- ALL graves at City Cemetery will have a concrete flag holder.
- In the older section of the City Cemetery, you may find confusing locations. Some graves are not marked (so count the graves), some Veterans are buried with other family members and the grave is not marked with their name (see surname and place flag), some family gravesites are large and may have 4 or more headstones (so search the entire large plot for the name), some names may be on the back of a headstone.
- If you cannot find the grave, please right in the far right column “can’t find”.
- For Greenwood: If you cannot place a flag because of concrete, write “HOLDER” or if there is a “VASE” please write this on your list.
- Do not place a flag unless the grave is on YOUR LIST. The cemetery will be verified after flags are put up on Memorial Day weekend to identify other Veteran graves.

RETURNING THE FLAGS

- All Flags: Please wipe down the wood staff with a damp rag. Rinse all flags. If dirty or stained from dirt splatter, soak the flag in warm soapy water, then scrub flag by rubbing between your two hands. For stubborn stains you can use a laundry spray, but please DO NOT USE BLEACH products. Let the flags & wood staff dry completely so they will not mold. Group the flags in packs of 10 and please DO NOT ROLL THE FLAGS, individually or as a group.

Thank you all for your assistance and helping to honor our

Gillespie County Deceased Veterans.