

Troop 3
Flag Instruction Manual
July 4, 2011



What's Inside...

Important for all scouts and parents to read:

PREPARATION

SET UP

TAKE DOWN

FLAG ETIQUETTE – Important rules for how Scouts handle the flag

THE FLAG CODE – National laws and traditions about the flag

PREPARATION

PLEASE print the most **UPDATED Troop 3 Flag Holiday SCHEDULE** and put it in a place where you can be reminded. Check the Troop 3 Flag Holiday SCHEDULE before every holiday. Note whether you are SETUP or TAKE DOWN. It is handy to have the Troop 3 Roster for calling other parents. **Flag Chairman** Doug Mende's phone number is (909) 725-6965 and email is flags@gis.org.

If your name is on the Holiday Schedule and you are a parent, YOU ARE A Route Supervisor! There are two Route Supervisors for each Route for Each Holiday. One for SETUP and one for TAKE DOWN.

Important: The SETUP Route Supervisor must make sure the TAKE DOWN Route Supervisor is contacted and committed. If either Route Supervisor cannot do the Holiday, it is the SETUP Route Supervisor's responsibility to ESTABLISH, ENSURE, and VERIFY any and all REPLACEMENT Route Supervisors! All changes shall be reported to the Flag Chairman.

It is the **SETUP Route Supervisor's responsibility** to receive from the Flag Chairman the following equipment:

- Route Book (Turn by turn instructions and maps)
- Route Flag Count or Volume
- Flag Tubes with the precise Number of Flags
- Rebar Tubes with the precise Number of Rebar Stakes
- Hammer

Usually this is done on the Wednesday Scout Meeting prior to each Holiday (except 4th of July when the Troop is dark). Pickups and SUVs are a must and can be loaded at the back of the scout house.

The **Route Book** contains in order the address, number of flags, customer name, phone number, and additional instructions. The typical route will contain about 30 flags and take approximately 1 1/2 hours to complete.

It is also the **SETUP Route Supervisor's responsibility** to **contact the TAKE DOWN Route Supervisor** and coordinate the transfer of the empty Flag Tubes and the Route Book once SETUP is complete.

It is **BOTH SETUP or TAKEDOWN Route Supervisor's responsibility** to coordinate their Flag Team each typically consisting of four members whose duties are:

- Route Supervisor (Parent) – Drives the vehicle SAFELY, Makes sure flag is placed prominently
- Co-Pilot (Parent) – Navigates using the Route Book
- Scout #1 – Places rebar in prominent location and removes the rebar

stakes and puts them in the Rebar Tube

- Scout #2 – Unrolls carefully then places flag on rebar and removes flag from rebar and carefully rolls up and slides the bottom of the Flag in FIRST so that the Gold Ball end is near the opening.
- Each route supervisor typically drives while the co-pilot guides with the Route Book while the scouts display and remove the flags. The co-pilot usually exits the vehicle, supervises the display, and maintains safety.

Each scout shall wear their Class A uniforms when delivering and removing flags. Parents are strongly encouraged to wear their Class A or Class B uniforms while driving, navigating, and assisting the scouts.

Important: Flag SETUP begins at sunrise and flag TAKE DOWN ends at sunset.

SETUP

The SETUP flag team wakes up early, assembles, and begins the route.

Stay ALERT and be very careful when entering and exiting the vehicle especially along busy streets.

SETUP flag teams make sure the route is completed in time (before 8:00 AM) and with quality.

SETUP scouts work as a team with one placing rebar and the other carefully unfolding and placing the flag. The flag should be placed in a prominent location near the street in an open area away from any trees in the following order of choice. First, follow the instructions if noted in the Route Book. Second, if not noted, place in a prominent area in the parkway near the driveway or walkway. Third, place in a prominent area on the lawn or flowerbed next to the driveway or walkway. For more information, please review the Flag Etiquette section below.

When locating the rebar for the flag, make ABSOLUTELY certain that the rebar is over 12" from the curb and not between sprinklers or where any irrigation pipe is located. It is always a good idea to tap the hammer against the rebar gently in irrigated lawns where the soil is workable as not to damage any buried pipes or wires.

Transfer the Route Book, all Flag and Rebar Tubes, and Hammer to the TAKE DOWN Route Supervisor immediately afterwards.

TAKE DOWN

TAKE DOWN flag team meets approximately 1 ½ hours before dusk.

TAKE DOWN flag teams must make ABSOLUTELY sure that route is completed before DUSK.

Stay ALERT and be very careful when entering and exiting the vehicle especially

along busy streets.

If you don't find a flag at a specified address, knock on the customer's door or call them with the phone number provided. Customers occasionally bring in the flags when watering their lawns or as it begins to get dark.

TAKE DOWN scouts work as a team to remove the flag and the rebar. The flag is carefully and tightly rolled up straight so that there are no creases, bunching, or wrinkles. ***The flag carefully placed in the Flag Tube with the Gold Ball and flag end UP with the flag near the opening. Putting in the Gold Ball and flag in last keeps all the flags clean, prevents snagging, and minimizes wrinkling.***

Remove any dirt from the flag pole and rebar before inserting into the Rebar Tube.

Bring all equipment to the Scout House by the following Wednesday.

For more information, please review the Flag Etiquette section below.

FLAG ETIQUETTE

The American flag is a symbol of our freedom. It should not be our attitude that we use the flag to raise funds, but to remind ourselves and others of the cost of liberty. Therefore, we do our best to make sure EVERY flag in our inventory is treated with the respect it deserves.

Each flag is stored in a secured location at the Troop 3 Scout House. It is constructed to uniform specifications that make the flag presentable and manageable. Flag presentation is about the steps we take to ensure the delivery the flag to customer, how it is appropriately displayed on their property, and how it is removed. Flag management is about is about the steps we take to preserve our flags and how we promote the display of the flags through our customers.

While each flag will reside temporarily at your house before and after display, it should be kept in a secure and dry location free from dust and pet dander. The Flag Tubes shall never be left outdoors overnight.

Rainy Days – If it is raining or rain is forecast, flags are NOT to be set up. Please contact the Flag Chairman if flags are not set up.

Special Events – Please contact the Flag Chairman, for coordination.

Troop 3 Scouts ALWAYS wear Class A uniforms when setting up and taking down flags.

STANDARDS of RESPECT

The **Flag Code** (see following section), which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used.

(<http://www.usflag.org/flag.etiquette.html>, 2010) They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary.

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

Displaying the Flag Outdoors

When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top except that the church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea.

When the flag is displayed over a street, it should be hung vertically, with the union to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building.

When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line, the flag of the United States is

always placed in the position of honor - to its own right. The other flags may be smaller but none may be larger.

No other flag ever should be placed above it.

The flag of the United States is always the first flag raised and the last to be lowered.

When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

Raising and Lowering the Flag

The flag should be raised briskly and lowered slowly and ceremoniously.

Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.

The flag of the United States of America is saluted as it is hoisted and lowered.

The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

The Salute

To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge.

THE FLAG CODE

The laws relating to the flag of the United States of America are found in detail in the United States Code. Title 4, Chapter 1 pertains to the flag; Title 18, Chapter 33, Section 700 regards criminal penalties for flag desecration; Title 36, Chapter 3 pertains to patriotic customs and observances. These laws were supplemented by Executive Orders and Presidential Proclamations.

(<http://www.ushistory.org/betsy/flagcode.htm>, 2010)

United States Code Title 4 Chapter 1 — The Flag

§1. Flag; stripes and stars on

The flag of the United States shall be thirteen horizontal stripes, alternate red and white; and the union of the flag shall be forty-eight stars *[Note that sec. 2 which follows provides for additional stars. Today the flag has fifty stars representing the fifty states — Webmaster]*, white in a blue field

§2. Same; additional stars

On the admission of a new State into the Union one star shall be added to the union of the flag; and such addition shall take effect on the fourth day of July then next succeeding such admission

§3. Use of flag for advertising purposes; mutilation of flag

Any person who, within the District of Columbia, in any manner, for exhibition or display, shall place or cause to be placed any word, figure, mark, picture, design, drawing, or any advertisement of any nature upon any flag, standard, colors, or ensign of the United States of America; or shall expose or cause to be exposed to public view any such flag, standard, colors, or ensign upon which shall have been printed, painted, or otherwise placed, or to which shall be attached, appended, affixed, or annexed any word, figure, mark, picture, design, or drawing, or any advertisement of any nature; or who, within the District of Columbia, shall manufacture, sell, expose for sale, or to public view, or give away or have in possession for sale, or to be given away or for use for any purpose, any article or substance being an article of merchandise, or a receptacle for merchandise or article or thing for carrying or transporting merchandise, upon which shall have been printed, painted, attached, or otherwise placed a representation of any such flag, standard, colors, or ensign, to advertise, call attention to, decorate, mark, or distinguish the article or substance on which so placed shall be deemed guilty of a misdemeanor and shall be punished by a fine not exceeding \$100 or by imprisonment for not more than thirty days, or both, in the discretion of the court. The words "flag, standard, colors, or ensign", as used herein, shall include any flag, standard, colors, ensign, or any picture or representation of either, or of any part or parts of either, made of any substance or represented on any substance, of any size evidently purporting to be either of said flag, standard, colors, or ensign of the United States of America or a picture or a representation of either, upon which shall be shown the colors, the stars and the stripes, in any number of either thereof, or of any part or parts of either, by which the average person seeing the same without deliberation may believe the same to represent the flag, colors, standard, or ensign of the United States of America.

§4. Pledge of allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. [\[See Congressional Notes re use of "under God."\]](#)

§5. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America be, and it is hereby, established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to title 4, United States Code, Chapter 1, Section 1 and Section 2 and [Executive Order 10834](#) issued pursuant thereto.

§6. Time and occasions for display

- a. It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag

may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

- b. The flag should be hoisted briskly and lowered ceremoniously.
- c. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- d. The flag should be displayed on all days, especially on

- o New Year's Day, January 1
- o Inauguration Day, January 20
- o Martin Luther King Jr.'s birthday, third Monday in January
- o Lincoln's Birthday, February 12
- o Washington's Birthday, third Monday in February
- o Easter Sunday (variable)
- o Mother's Day, second Sunday in May
- o Armed Forces Day, third Saturday in May
- o Memorial Day (half-staff until noon), the last Monday in May
- o Flag Day, June 14
- o Father's Day, third Sunday in June
- o Independence Day, July 4
- o Labor Day, first Monday in September
- o Constitution Day, September 17
- o Patriots Day 9/11 – September 11
- o Columbus Day, second Monday in October
- o Navy Day, October 27
- o Veterans Day, November 11
- o Thanksgiving Day, fourth Thursday in November
- o Christmas Day, December 25
- o and such other days as may be proclaimed by the President of the United States
- o the birthdays of States (date of admission)
- o and on State holidays.

- e. The flag should be displayed daily on or near the main administration building of every public institution.
- f. The flag should be displayed in or near every polling place on election days.
- g. The flag should be displayed during school days in or near every schoolhouse.

§7. Position and manner of display

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

- a. The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.
- b. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- c. No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.
- d. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
- e. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
- f. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.
- g. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- h. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.
- i. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- j. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

- k. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
- l. The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.
- m. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection —

1. the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
2. the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and
3. the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

- n. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.
- o. When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§8. Respect for flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

- a. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- b. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- c. The flag should never be carried flat or horizontally, but always aloft and free.
- d. The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- e. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- f. The flag should never be used as a covering for a ceiling.
- g. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- h. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- i. The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- j. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- k. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning

§9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

§10. Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation

United States Code Title 36

§301. National anthem

- a. **Designation.** — The composition consisting of the words and music known as the Star-Spangled Banner is the national anthem.
- b. **Conduct During Playing** — During rendition of the national anthem —
 1. when the flag is displayed —
 - A. individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;
 - B. members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform; and
 - C. all other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart; and
 2. when the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.

§302. National motto

"In God we trust" is the national motto.

§303. National floral emblem

The flower commonly known as the rose is the national floral emblem.

§304. National march

The composition by John Philip Sousa entitled "The Stars and Stripes Forever" is the national march.

§901. Service flag and service lapel button

- a. **Individuals Entitled To Display Service Flag.**— A service flag approved by the Secretary of Defense may be displayed in a window of the place of residence of individuals who are members of the immediate family of an individual serving in the Armed Forces of the United States during any period of war or hostilities in which the Armed Forces of the United States are engaged.
- b. **Individuals Entitled To Display Service Lapel Button.**— A service lapel button approved by the Secretary may be worn by members of the immediate family of an individual serving in the Armed Forces of the United States during any period of war or hostilities in which the Armed Forces of the United States are engaged.
- c. **License To Manufacture and Sell Service Flags and Service Lapel Buttons.**— Any person may apply to the Secretary for a license to manufacture and sell the approved service flag, or the approved service lapel button, or both. Any person that manufactures a service flag or service lapel button without having first obtained a license, or otherwise violates this section is liable to the United States Government for a civil penalty of not more than \$1,000.
- d. **Regulations.**— The Secretary may prescribe regulations necessary to carry out this section.