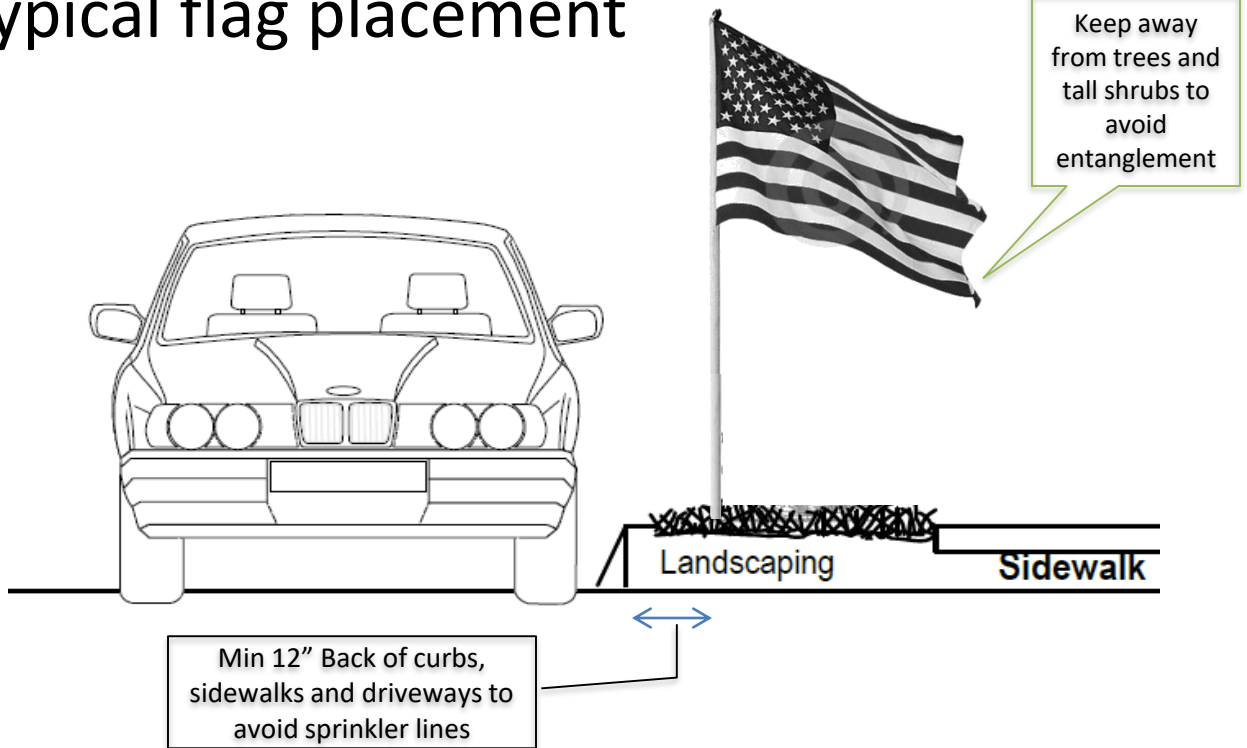


Typical flag placement



INCORRECT placement

Correct placement.
STRAIGHT UP!!!



Flag Placement notes:

- Place flag in a prominent location near the street.
- Keep away from trees or tall bushes that could entangle the flag
- Place rebar a minimum of 12" away from the curbs, driveways or sidewalks to avoid sprinkler irrigation pipes.
- If your rebar hits something solid or resistant, it could be a rock or pipe. Stop and try another location.
- Choose flag location as follows:
 1. Follow any **SPECIAL INSTRUCTIONS** noted in the route book.
 2. If no special instructions, place flag near the driveway or entry walkway.

Flag Setup/Take-Down Instructions

Safety first!!!!:

- Stay alert.
- Be very careful entering and exiting the vehicle, and crossing any streets.
- Be ESPECIALLY cautious on busy streets!

Setup notes:

1. Start Planning the night before. Make sure you have your supplies ready.
2. Start early on delivery day. The first flag should be placed by 6:30 am or earlier if it is light out.
3. Scouts wear class A uniforms. Adults wear Class A or B.
4. Write down your start/finish time and mileage on the “Delivery Checklist and Records Form” provided in the back of the route book. (This information is used to analyze delivery efficiency and make adjustments to the routes).
5. The entire route should be finished by 8am (+/-).
6. If you are only setting up and another scout family is picking up the flags, deliver equipment to take-down family (prior arrangements should have been made). Leave the following:
 - Flag tubes and rebar tubes
 - Hammer
 - Route book!
7. If it is raining or if rain is forecast, we may cancel the flag delivery. Please check your email and texts.

Take-down notes:

1. Start approximately 1.5 hour before sunset. (For sunset time, check the newspaper or the web at www.sunrisesunset.com)
2. Write down your start/finish time and mileage on “Delivery Checklist and Records Form” provided in the back of the route book.
3. The entire route must be taken down no later than 30 minutes after sunset. Flags are not allowed to fly in the dark.
4. Roll flags carefully to prevent bunching or wrinkles.
5. Place flags in tubes gently with gold balls OUT (near the tube opening).
6. Remove any dirt from flag pole or rebar before placing in tubes.
7. Bring all equipment to the scout house at the meeting following the holiday.