

LTHS Orchestra/Band Flag Distribution & Return Instructions for 2022-2023

This is a coordinated fundraising opportunity for LTHS orchestra and band.

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614-769-4926

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Band: Christina Orgeldinger

603-759-4034

[*lthsbandflags@gmail.com*](mailto:lthsbandflags@gmail.com)

Before arriving at the storage unit to pick up flags watch this [video](#), read these instructions, bring the required items, and wear a orchestra/band shirt.

FLAG STORAGE UNIT:

- Store it All Storage - 15402 Kollmeyer Drive, Lakeway, TX 78734 (near Lake Travis Elem.).
- Do not block the gate or other units.

WHAT YOU NEED TO BRING:

- Blankets, towels, and cardboard to protect your car
- a mallet or hammer (for hammering rebar)
- long-handled screwdriver (To help find the sleeves & cleaning out the end of the pole)
- a pen

HOW FLAG PICK UP WORKS

- Line up with your car and wait for 1 of the 2 loading spots to open.
- Check-in with the volunteers for route assignment & instructions.
- Flags will be loaded into your car (have your blankets/towels & cardboard set)
- Double-check your flag and rebar count before departing. If you have any flags left at the end, you forgot to deliver one.

FLAG ROUTE SHEET vs. WEB APP

- Everyone will receive a paper route sheet that is most accurate and includes all last-minute changes/orders. If there's a gate code needed along your route, it will be included in your route sheet.
- You will also receive an email inviting you to view the flag web app (beta). Using this is optional but can be helpful if you are not familiar with the route. The web app will include a map view & directions to each house on the route sheet. You can also make notes and take pictures of any issues.
- You must use the paper sheet to mark off deliveries/returns, even if using the web app. The paper sheet is more accurate.

COMMON QUESTIONS

- A neighbor has a flag sleeve, but it is not listed on the route sheet?

- Only deliver flags to those on the sheet. Some customers move or don't renew.
- I cannot find the sleeve?
 - Please look at the entire length of the homeowner's property for a marker and sleeve. It is not always right by the driveway.
 - The homeowners love to talk to the flag delivery volunteers so knock on the door and ask where they normally place their flag.
 - Only homes listed as rebar should need them. We have limited rebar so please take the time to locate the sleeves.
- I cannot find a home?
 - Please look on google maps to see if there is an alternate entrance to the property. Also, the flag web app will provide you with a map view of your entire flag delivery route.
- A flag is damaged?
 - Regrettably, sometimes our flags are damaged due to rusting (wet flag return) and weather. If your flag is damaged, please mark the pole with tape upon return and put it in the damaged pile.

DETAILED FLAG INSTALLATION INSTRUCTIONS

The screwdriver will help to locate the PVC pipe sleeve set in the ground in the event that grass might have grown over the hole. If there is a "flag marker" on the curb, then there should be a sleeve nearby within about 6" – so gently poke around the grass with the screwdriver and you should find the sleeve in which to stick the flagpole. If not, use the hammer and a piece of rebar to sink the rebar in the ground about 12" deep and about 5" away from the curb (being careful not to hit any sprinkler equipment). Then put the flagpole over the piece of rebar to hold the flag upright. Make sure the flag is straight!

Be sure to check off EACH address in the "IN" spaces provided on the route sheets so no address will get missed. Please ensure you only place flags at addresses that are listed on your route sheet. If using the webapp, please take a picture of the flag and mark complete for each flag.

WHEN COMPLETED TEXT COMPLETED SHEETS TO 603-759-4034

Text 603-759-4034/614-769-4926 if you have any problems that prevent you from leaving a flag at an address that is on the route sheet. Include your student name, route name, address and the problem to resolve. Please check back at the flag storage area for rebar and extra flags if that is the problem.

For all other issues that can be addressed AFTER the holiday, please make detailed notations on the route sheet to turn in with your flags or send an email to **laketravisorchestra@gmail.com** or **LTHSbandflags@gmail.com**. (Example: sleeve missing, marker missing, sleeve leans, the flag gets caught in a tree/bush, etc.)

HANDLING OF THE US FLAG

- Always treat and handle the American Flag with RESPECT. Do NOT let the flag touch the ground – you may lean it against something.
- Do NOT handle any flag or pole when there is lightning in the area. Safety first!

- When loading the flags into your vehicle, the flags should all face the SAME direction. If you face them in different directions, mud from the ends of the flagpole will soil and stain the flags under them.

DETAILED FLAG RETRIEVAL INSTRUCTIONS

- Pick up all flags and rebar on your route sheet (only)
- Put another checkmark in the "OUT" box to ensure that ALL flags are picked up.
- Ensure that you only pick up flags from addresses that are on your route sheet.
- Each flag must be rolled NEATLY and banded with a rubber band about 5" from the top of the flag. Flags cannot be rolled wet.
- The route sheets need to be turned in with your flags.
- Please make note of any issues with the flags, holders, or markers for each location so they can be addressed before the next holiday.
- Return rebar along with your flags - VERY IMPORTANT
- Remember to bring your volunteer sheet if you need it signed

WEATHER CONCERNS

- Flags cannot be NOT ROLLED when wet.
- The flags dry VERY fast so please plan to pick up when the weather is clear for a couple of hours.
- If the flags are wet, you can dry them in your garage before rolling (only takes about 30 minutes to dry)
- Please tip each flag upside down to get all of the water out of the pole prior to placement in your vehicle. This will save your vehicle from the "smell" and prevent rusting of the flags.
- If putting them in a pickup truck put the flags facing out to prevent rust damage on the flags.
- For your safety, flags cannot be picked up when there is lightning in the area

We appreciate you protecting our flags by taking these extra steps to prevent rust and mold damage.