

# United States Flag Retirement Receptacle

## Project and Procedure Guide



Developed by the Robert Forsyth Chapter GASSAR  
Cumming, GA

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## Overview

This program was developed to accomplish four objectives.

The first objective is to develop a method to collect used and worn American flags for proper disposal.

The second objective is to develop partnerships with like minded organizations, including the Daughters of the American Revolution (DAR), the Children of the American Revolution (C.A.R.), the Boy Scouts of America (BSA), the Veterans of Foreign Wars (VFW) and the American Legion as examples.

The third objective is to develop a way to display the logos of the partners on the collection receptacle and to have the receptacle placed in a high traffic environment for the general public to become aware of the collection receptacle. This brings additional awareness of the participating groups to the community, and supports patriotism and good citizenship.

The fourth objective is to partner with a crematorium, community organization, such as those listed above, or other business to properly dispose of the flags collected.

It is crucial for the public to have a central repository to dispose of worn or damaged United States flags in order to show proper respect of our United State Flag, and good citizenship.

Many communities do offer these receptacles, but may not be known or visible to the general public. Having a more visible location will encourage the public to properly dispose of flags that should be retired.

It is important to remember that this receptacle will represent the United States, all of those who have sacrificed their lives for our flag, and the partnering organizations. Therefore, it is crucial to ensure that you are focused on the overall image of the receptacle and associated partners every step of the way.

## Procedures Detail

### 1. Partnership:

- a. Obtain at least two (2) local partners for the project. This may include your local Boy or Girl Scout Troop, DAR, C.A.R., VFW, American Legion or other SAR chapters. No formal contracts or other associated documents should be necessary for this, but if these are needed, proceed with your available resources to develop appropriate documents.
- b. Determine a flag pick-up/retirement cycle rotation with your partner groups.
- c. Develop a partnership with a crematorium for a place to hold a Flag Disposal Ceremony and to properly dispose of the flags. If you cannot find a crematorium, then you will need to house the flags until you do a Flag Disposal Ceremony.

### 2. Home Depot:

- a. Contact your local Home Depot store manager. The Robert Forsyth Chapter has an up to date list of all store managers and contact information.

- b. In your discussion, communicate the intent and overview of the project. Also communicate that this project has the backing of the Home Depot Military Appreciation Group (MAG) and has previously been installed in other Home Depot stores.
  - c. Obtain permission to install the receptacle.
  - d. Determine with store management where the receptacle will be housed. Inside the store in a highly visible location is recommended.
  - e. Once permission from the store manager has been obtained, proceed to the next steps.
3. Receptacle:
- a. Acquiring the receptacle can be accomplished through the Robert Forsyth Chapter, GASSAR. The Chapter has located a source of containers such as the one shown on the cover. We believe that it is important for the containers all be of similar size and shape to have uniformity across all locations. Please contact John Flikeid at [jflikeid@gmail.com](mailto:jflikeid@gmail.com) to order your receptacle.
  - b. The receptacle must be shipped to a business location to keep shipping costs to a minimum. It should not be shipped to a residence. From that point it can be moved to a location where the body work, if needed, and preparation work will be done.
  - c. There are two parts to the body work, the installation of a bottom and casters and the actual body work, if necessary, on the receptacle.
    - i. Installation of Base and Casters:
      - 1. Lay the receptacle on its back and open the front door. Measure the inside of the bottom of the receptacle. Go to your local Home Depot store and purchase a 4' x 4' sheet of treated plywood. You will also need to purchase four (4) casters capable of supporting 300 pounds and have lockable wheels, four (4) nuts and four (4) washers to fit the bolts. Cut the plywood to fit as closely as possible the bottom of the receptacle. Insert the plywood into the bottom of the receptacle. Drill two (2) holes through the metal and plywood as close to the front of the receptacle as you can. The holes should be slightly larger than the bolts on the casters. There should be two (3) predrilled holes in the metal lip of the receptacle near the back of the receptacle. Drill holes through the plywood covering these holes. Insert the casters, washers and nuts and tighten.
      - 2. Body Work
      - 3. Once the casters have been installed, check every surface (except the back) for any dents, creases, or other blemishes. This receptacle is made of solid stainless steel. Sand the blemishes to create a rough surface. Use auto body filler to fill in any blemishes. Sand until smooth. The body work can be performed by someone in our group or by a local auto body shop willing to donate their services.
4. Art Work:
- a. Once the bottom is installed, and the body work completed, the receptacle is ready for the artwork to be applied. The artwork can be supplied by the SignaRama in Cumming,

GA. The SignaRama will also do the artwork in you take the receptacle to them. They will ship the artwork to a local SignaRama for installation. You may also want to contract with them to do the artwork installation. You will need to supply them with your chapter name and the names and logos of your partners (other than the DAR and BSA). They will insert your partner's names and logos in the artwork prior to shipping it to your local SignaRama. **NOTE: You should submit the final artwork, with logos, to your partner organizations for final approval before the artwork is printed and applied.**

5. Receptacle Unveiling Ceremony:

- a. **Date:** Determine a date for unveiling the receptacle. Ideally the date would correspond with a patriotically significant date, such as Memorial Day, Flag Day, Independence Day, Constitution Day, or Veterans Day. The date should also work for the Home Depot store. Publicize the date in your local papers, radio stations, television stations and by way of the Home Depot store.
- b. **Attendees:** Invitees should include your partner groups, their state, district, council representatives for the NSSAR, NSDAR, BSA, GSA, VFW and American Legion, the Home Depot store manager and associates, local government dignitaries (State and U.S. Senators and Representatives, county executives and mayors) and veterans groups. Determine an emcee for the event. If possible, have the SAR color guard participate in the event.
- c. **Location:** Work with the local Home Depot store to determine the best location to hold the event and remember to have a backup location in case of inclement weather. The space should be viewable by the general public. A location for the unveiling ceremony may be a roped off area in the parking lot in front of the Home Depot store. It should be in a space viewable by the public.
- d. **Program:** Develop a patriotic program. A sample program is included in this guide. The program should run 30 – 45 minutes.
- e. **Certificates:** It is appropriate to present Certificates of Appreciation to groups that have voluntarily provided services such as the Home Depot store, auto body shop, business that received the receptacle from shippers, and others that were involved. Note – this is also a good time to present the Home Depot store with a Flag Certificate if it is appropriate (based on their display procedures of the US Flag).
- f. **Coupon Offer:** your participating Home Depot store may wish to offer a discount on the purchase of a new flag when a customer brings in a used flag for retirement for a period of time after the unveiling.

6. Flag Collection Rotation Cycle:

- a. Initiate the flag collection cycle, per an agreement with your partner groups. The receptacle should be monitored frequently in the beginning after the installation. The collected flags should be disposed of in an appropriate and respectful manner. Any of your partner groups should be able to perform an appropriate Flag Disposal Ceremony.

## Sample Project Plan

No.	Task	Due Date	Task Owner	Status
1.	Establish partnerships with local civic groups (SAR, DAR, C.A.R., BSA, GSA, VFW)			
2.	Contact local Home Depot store to discuss project, obtain their support and determine location where the receptacle will be housed.			
3.	Discuss new flag coupon offer with Home Depot store manager.			
4.	Order flag receptacle			
5.	Determine date for unveiling ceremony			
6.	Contact local dignitaries, press, Home Depot Military Appreciation Group, partner groups, etc.			
7.	Develop patriotic program			
8.	Contact local color guard			
9.	Have receptacle shipped			
10.	Contact Cumming SignaRama for changes to the artwork. Provide partner names and logos electronically.			
11.	Receive receptacle			
12.	Purchase bottom, casters and hardware			
13.	Install bottom and casters			
14.	Complete body work			
15.	Ship to local SignaRama for artwork installation			
16.	Unveiling ceremony			

## Sample Budget

Description	Cost	Notes
Flag Receptacle	\$0.00	Contact John Flikeid
Shipping	\$65.00	Contact John Flikeid
Crating	\$122.00	
Base, casters and hardware	\$50.00	Home Depot Store
Body work	\$38.00	Member of your group or local auto body shop
Installation of artwork	\$375.00	SignaRama
Delivery	\$0.00	
Installation	\$0.00	
<b>Total</b>	<b>\$650.00</b>	
Groups Involved	4	
Cost per group	\$162.50	
Groups involved	3	
Cost per group	\$216.67	

## Sample Patriotic Program

### Flag Receptacle Unveiling Program

Welcome Guests	Emcee
Acknowledge dignitaries and guests	President SAR Chapter
Presentation of Colors	Color Guard
Pledge of Allegiance	Partner Group
Remarks by Home Depot	Home Depot store manager
Remarks by highest ranking SAR officer	State SAR Officer
Remarks by government official	Chairman of county commission, mayor
Remarks by Partner	DAR, C.A.R., BSA, GSA, VFW, etc.
Presentation of flag history	Boy Scouts of America
Significant events in flag history	Boy Scouts of America
Unveiling of receptacle	Partners and Home Depot
Ceremonial first flag placement	Honorary veteran
Presentation of proper flag etiquette and disposal	Boy Scouts of America
Acknowledgements and presentation of certificates	Partners
Home Depot flag offer	Home Depot representative
Retire the Colors	Color Guard
Close	Emcee



## Contacts:

Receptacle: John Flikeid jflikeid@gmail.com

SignaRama Cumming 678-513-0729

Artist James Guthrie 678-513-0729

Auto body shop \_\_\_\_\_

Shipping Broker John Flikeid jflikeid@gmail.com

Home Depot Store Manager \_\_\_\_\_

Local SAR Chapter \_\_\_\_\_

Local DAR Chapter \_\_\_\_\_

Local BSA troop or pack \_\_\_\_\_

Local GSA troop \_\_\_\_\_

Local VFW \_\_\_\_\_

Local American Legion \_\_\_\_\_

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