

# RIDGE WARD YM/YW Flag Fundraiser

## General Information

### 1. Route assignments

- a. There are three routes with a map and instructions stored with the flags
- b. The Youth are **responsible for delivering and picking up flags on their assigned date.** We anticipate one or both parents will drive a truck, van or SUV and your youth will walk/run behind placing or picking up the flags. You are welcome to make it a family activity with other family helping as well. Ensure that the flags do not get dirty/damaged while being transported.
- c. You should assign the routes ahead of time with the other youth assigned to your same day.
- d. If you are unable to fulfill your assignment **you** are responsible for switching with another youth and their family. Please notify the assigned adult advisor if you make a switch.
- e. Notify the Flag Program Coordinator of any assignment changes so they can update the list.

### 2. Storage and Supplies

- a. The combination to open the door is **1820 or 1830**. After pressing the number combination, you need to **press the "lock" button** in the center to open the lock. To lock up simply press the **"lock"** button. Ensure the bolt is aligned in center of the striker, otherwise it will not operate.
- b. **Our flags are on the right as you enter.** The flags on the left belong to Harris Park and will not fit our sleeves. Do not take them. Return our flags to the right side as well. There are three shelves. One for each route. They have the correct number of flags. Return to the same shelf.
- c. The extra sleeves, routes, and instructions are stored with the flags near the door.

### 3. Instructions for placing flags

- a. Flags are generally put up at 6:00 or 7:00 (after sunrise). You can make specific arrangements with the other youth assigned to your day. Meet at the flag storage building in the morning.
- b. Count and take the number of flags you need for your route from the proper shelf (we don't have enough extra to guess and take too many).
- c. Each house that gets a flag has a red circle spray painted on the sidewalk or street in front of the sleeve. If you find a house with no circle or no sleeve, please notify the adult advisor assigned to work with you. Immediately notify the Flag Program Coordinator to fix the issue.
- d. Each route should take 60-120 minutes depending on how much extra help you have.
- e. Unroll the flag completely before placing it in the sleeve. Do not let it touch the ground.
- f. If any rocks have fallen into the sleeve, please remove them with a screwdriver or other similar tool prior to placing the flag or contact the Flag Program Coordinator to fix/replace the sleeve.
- g. **It usually works best if the driver or a third person takes one half of the street and your youth takes the other half.**

### 4. Instructions for retrieving flags

- a. Neatly roll up the flags prior to stacking them in the back of the truck, van or SUV
- b. Make sure that in the rush to pick up the flags you **do not pull the sleeve out** of the ground with the flag. If this happens, notify the Flag Program Coordinator to replace the sleeve.
- c. Each route on pickup should take 40-60 minutes depending on how much extra help you have.
- d. Please have the flags taken down and returned to the proper storage shelf before dark. We usually meet around 6:00 pm, but again you will make arrangements with the other youth assigned to the same day.