



# Flag Etiquette

## Indiana 4-H Civic Engagement Activity

### Flag Folding Activity

**Audience:** Youth      **Duration:** 30 minutes

**Overview:** Learn the basics of folding the United States flag.

**Objectives:** Participants in this session will:

- Demonstrate the steps to properly fold the United States flag.
- Identify components of a flag ceremony.

#### Materials

- Copies of paper United States flag for participants to practice how to fold a flag (printed on both sides)
- Copies of "Correct Method of Folding the United States Flag" from this file
- Actual United States flag to use as practice (1 flag for every 4 participants is recommended)

#### Set-up Instructions:

1. Get into groups of 4.
2. One member of your group needs to get an American flag from the leader. Or, provide a copy of a paper flag (printed on both sides).
3. REMEMBER – DO NOT LET THE FLAG TOUCH THE GROUND.
4. Read the flag folding procedures below.
5. Try your hand in folding the flag – 2 people at a time.
6. Once completed, let the other 2 in the group fold the flag.
7. Once finished, return your flag to the instructor.

**"No disrespect should be shown to the flag of the United States of America." Section 8 FLAG CODE**

**When several flags are flown from the same flagpole, the U.S. Flag should always be at the top.**

#### United States Flag Folding Procedures: (Refer to page 2 for step-by-step instruction with images.)

1. Begin by holding the flag waist-high with another 4-H member so that its surface is parallel to the ground. The other two 4-H members will stand on the sides of the flag to ensure it remains tight as it is folded. The flagbearer will hold the Union (stars) in his/her left hand. The flag is "tabled" twice before folding.
2. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.
3. Fold the flag again lengthwise with the blue field on the outside.
4. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag. The folding is done from the folder's right to left on the initial fold.
5. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.
6. The triangular folding is continued until the entire length of the flag is folded in this manner.
7. When the flag is completely folded, only a triangular blue field of stars should be visible.

#### Formal Flag Day Ceremony

1. Once members are comfortable handling and folding the flag, consider holding a formal Flag ceremony.
2. A "Formal Flag Day Ceremony Outline" can be found on pages 3-4.

New April, 2019

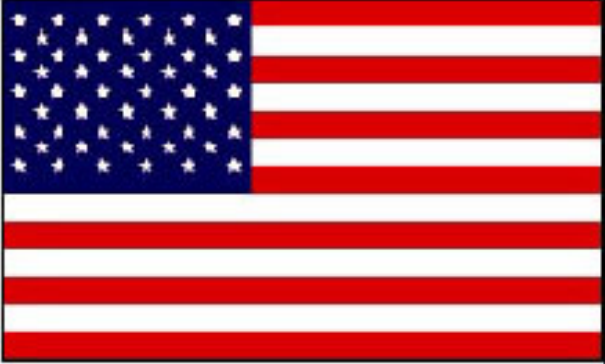
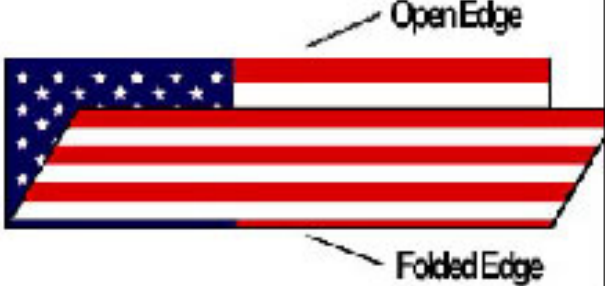
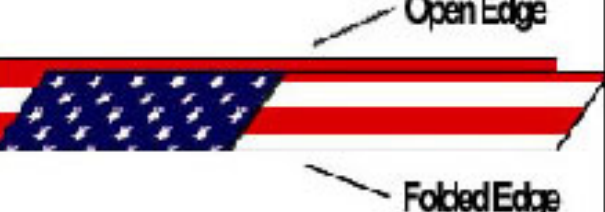
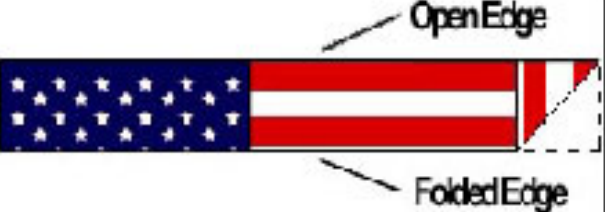

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# CELEBRATING AMERICA'S FREEDOMS

## Correct Method of Folding the United States Flag

|        |   |   |
|--------|---|---|
| Start  |    |   |
| Step 1 |   | Fold the lower striped section of the flag over the blue field.                                       |
| Step 2 |  | Folded edge is then folded over to meet the open edge.  |
| Step 3 |  | A triangular fold is then started by bringing the striped corner of the folded edge to the open edge. |
| Step 4 |  | Outer point is then turned inward parallel with the open edge to form a second triangle.              |

# Formal Flag Day Ceremony Outline

## Flag Ceremonies

Flag programs are an opportunity to draw attention to and focus on civic engagement, patriotism and our national heritage. Flag ceremonies at 4-H camps and events should be meaningful and interesting. A well-planned and practiced ceremony can make raising and lowering the flag a memorable experience for all involved.

## United States Flag Etiquette

1. Display the flag from sunrise to sunset.
2. Do not fly the flag in rainy or stormy weather, unless for some special reason.
3. Raise the flag briskly and proudly. Lower slowly, ceremoniously.
4. Never allow the flag to touch the ground or floor. Gather and fold it correctly.
5. When carried in a procession with another flag or flags, the United States flag should be on the marching right (the flag's own right), or if there is a line of other flags, in front of the center of that line.
6. When a 4-H or state flag is flown on the same halyard with the United States flag, the latter should 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.
7. When the flag is displayed from a staff in a public auditorium, it should be placed to the speaker's right as she or he faces the audience. Any other flag should be on the speaker's left.
8. When the flag is in such condition that it is no longer a fitting emblem for a display, it should be destroyed in a dignified way, preferably by burning.
9. During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons should face the flag, stand at attention, and salute. There are three types of salutes:
  - a. Those in uniform should render the military salute.
  - b. Men/Boys with hats on should remove the hat and hold it with the right hand over the heart.
  - c. All others should salute by placing the right hand over the heart. The salute to the flag in a moving column should be given at the moment the flag passes.
10. When the United States flag and the 4-H flag are placed on a desk or table at a 4-H meeting, the United States flag is always on the president's right.

## Recommendations for Flag Ceremonies

1. See that the flag is lowered at sunset and raised at sunrise or at the designated time.
2. Keep the program brief and to the point, 10 minutes or less.
3. Select several 4-H members to raise and lower the flag.
4. Pre-plan the ceremony and insert campers into respective roles or involve the campers in planning the entire ceremony. Readings, poems, songs, tapes, etc. need to be "at the ready" if the group will be planning their own ceremony.
5. Recommended number of people for the color guard: 2 members responsible for the American flag; 2 members responsible for the 4-H flag, plus others required for readings, songs, etc. When raising the flag, the #1 and #2 members are in charge of the American flag. #1 snaps the flag (still furled) with the star field at the top of the flagpole rope while #2 holds the flag. The weight will cause it to unfurl easily as it is being hoisted. #2 will continue to hold the flag while #1 hoists it just far enough for #3 to snap on the 4-H flag just below the American flag being careful that the stem of the clover is toward the bottom. #4 holds the 4-H flag. When it is fastened securely, #1 will hoist the flags briskly to the top of the pole. #1 fastens rope with a half hitch.
6. Remind members to be on time for the flag raising and lowering. Instruct members before ceremonies begin that they should stand at attention without talking until dismissed. Leaders should set an example.
7. Make certain that the group knows how to fold the flag, and each participant helping with the ceremony understands his or her responsibility! Practice folding both flags.
8. Check the flag hooks to make sure they are working and make sure the participants know which hook is for the top of the US flag and 4-H flag.
9. Have readers practice the entire ceremony so each person knows his/her part. Listen to them and make sure they can pronounce all the words, speaking loudly and slowly! Use a microphone system, if possible.
10. Use a different ceremony each time in order to hold the campers' interest.
11. Try to develop a theme or progression from one ceremony to the next that builds continuity, possible ending with a dramatic conclusion at the last ceremony.

12. Veterans' organizations, National Guard units, and military reserve units are sometimes willing to put on special flag ceremonies and demonstrations (sometimes with gun salutes) that can be impressive.

## Flag Raising

1. Have campers form a semi-circle around the flagpole, standing shoulder to shoulder.
2. Call out, "Attention! Hats Off"
3. The color guard marches to the flagpole. The front two people hold the flags proudly in front of them.
4. When raising the flags, attach flags (United States flag first, followed by 4-H flag) to the halyard and raise them briskly. Secure the halyard.
5. Recite the pledge of allegiance and then the 4-H pledge.
6. Color guards leave the flagpole.
7. Make final reminders of announcements about what they are to do next.
8. Call out, "You are now dismissed."
9. Return sound equipment, papers, and materials to proper place.

## Flag Lowering

1. Have campers form a semi-circle around the flagpole, standing shoulder to shoulder.
2. Call out, "Attention! Hats Off"
3. The color guard marches to the flagpole.
4. Lower the flags slowly and ceremoniously. Remove the 4-H flag first. Take great care to be certain the flags do not touch the ground.
5. Have a short reading, poem, or patriotic story during the time the flags are being lowered and folded. Songs, a record playing off in the distance, or a bugler are all effective means of creating a patriotic mood. A microphone makes it easier for everyone to hear.
6. Color guards leave the flagpole. The front two people should hold the flags proudly in front of them.
7. Make final reminders of announcements about what they are to do next.
8. Call out, "You are now dismissed."
9. Return sound equipment, papers, and materials to proper place.

## Folding the United States Flag

Proceed with folding the flag as learned previously in this lesson.

