



How to fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



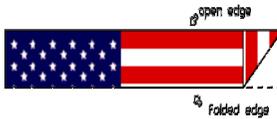
Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**

Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle

Step 6

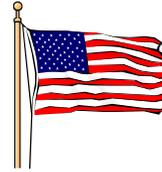


The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.



Some “Learn by Doing” ideas concerning the Flag

In Your Home:

- Read and learn the facts contained in this handout.
- Practice folding, saluting and pledging allegiance to the Flag.
- See that your Flag is clean, in good repair, and has a safe place for storage.
- Display your Flag properly at your home on the days when it should be displayed.

In Your OHCE Meetings and Events:

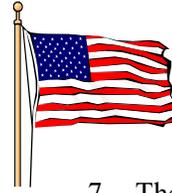
- Be certain that the Flag is displayed correctly. When the American Flag and another flag are displayed in the room or placed on a desk or table at a meeting, the American Flag is always on the President’s right side.
- Give demonstrations on folding the Flag.
- Conduct a quiz on Flag etiquette.
- Learn the Pledge of Allegiance, say it correctly and teach others to do so.



The Flag should be displayed when sparkling clean. Its stars and stripes spotless and its blue field vivid and unfaded. Cleaning depends on the material. Dry cleaning is always safest. To wash, dust away soil and immerse in tub of warm soapy water and squeeze. Do not twist or wring. Rinse well. Finishing with cool water. Hang vertically to dry just as you would display it on a holiday. Press with moderately hot iron.

Time and Occasions for Flag Display

- It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- The flag should be hoisted briskly and lowered ceremoniously.
- The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- The flag should be displayed on all days, especially on:
 - New Years Day, January 1st
 - Inauguration Day, January 20th
 - Martin Luther King Day, Third Monday in January
 - Lincoln's Birthday, February 12th
 - Washington's Birthday, Third Monday in February
 - Easter Sunday, variable
 - Mother's Day, Second Sunday in May
 - Armed Forces Day, Third Saturday in May
 - Memorial Day (Half-Mast until noon),
The last Monday in May.
 - Flag Day, June 14th
 - Independence Day, July 4th
 - Labor Day, First Monday in September
 - Constitution Day, September 17th
 - Columbus Day, Second Monday in October
 - Navy Day, October 27th
 - Veterans Day, November 11th
 - Thanksgiving Day, Fourth Thursday in November
 - Christmas Day, December 25th
- And such other days as may be proclaimed by the President of the United States. The Birthdays of the state (Date of Admission) and on State Holidays.



Flag Folding Ceremony

7. The seventh fold is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they be found within or without the boundaries of our republic.
8. The eighth fold is a tribute to the one who entered in to the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on Mother's Day
9. The ninth fold is a tribute to womanhood; for it has been through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.
10. The tenth fold is a tribute to father, for he, too, has given his sons and daughters for the defense of our country since they were first born.
11. The eleventh fold, in the eyes of a Hebrew citizen, represents the lower portion of the seal of King David and King Solomon, and glorifies, in their eyes, the God of Abraham, Isaac, and Jacob.
12. The twelfth fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Ghost.

When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God we Trust."

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington and the sailors and marines who served under Captain John Paul Jones who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.



Flag Folding Ceremony

The flag folding ceremony described by the Uniformed Services is a dramatic and uplifting way to honor the flag on special days, like Memorial Day or Veterans Day.

Here is a typical sequence of the reading. Begin reading as Honor Guard or Flag Detail is coming forward. Wait for the Flag Detail to unravel and fold the flag into a quarter fold-- resume reading when Honor Guard is standing ready.

1. The first fold of our flag is a symbol of life.
2. The second fold is a symbol of our belief in the eternal life.
3. The third fold is made in honor and remembrance of the veteran departing our ranks who gave a portion of life for the defense of our country to attain a peace throughout the world.
4. The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in times of war for His divine guidance.
5. The fifth fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."
6. The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.



Respect for Flag

No disrespect should be shown to the Flag of the United States of America. The Flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

The Flag should never

- touch anything beneath it.
- be carried flat or horizontally, always aloft and free.
- be used as wearing apparel, or drapery. It should always be allowed to fall free. Bunting of blue, white, and red, always arranged with the blue on top.
- be used or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- be used as a covering for a ceiling.
- have placed upon it, nor on any part of it, nor attached to it any insignia, letter, word, figure, design, picture, or drawing of any nature.
- be used as a receptacle for receiving, holding or carrying anything.
- be used for advertising purposes in any manner. It should not be embroidered on articles, printed on paper napkins or boxes or anything that is designed for temporary use. Advertising signs should not be fastened to a staff or hal-yard from which the flag is flown.

No part of the Flag should ever be used as a costume or uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The Flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica should be worn on the left lapel near the heart.



THE STAR SPANGLED BANNER

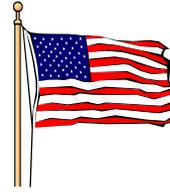


Francis Scott Key (1779 - 1843)

September 20, 1814
By Francis Scott Key

Oh, say can you see, by the dawn's early light,
 what so proudly we hail'd at the twilight's last gleaming?
 Whose broad stripes and bright stars, through the perilous fight,
 o'er the ramparts we watch'd, were so gallantly streaming?
 And the rockets' red glare, the bombs bursting in air,
 Gave proof through the night that our flag was still there.
 O say, does that Star-Spangled Banner yet wave
 o'er the land of the free and the home of the brave?
 On the shore, dimly seen through the mists of the deep,
 where the foe's haughty host in dread silence reposes,
 what is that which the breeze, o'er the towering steep,
 as it fitfully blows, now conceals, now discloses?
 Now it catches the gleam of the morning's first beam,
 in full glory reflected now shines on the stream:
 'Tis the Star-Spangled Banner! O long may it wave
 o'er the land of the free and the home of the brave.
 And where is that band who so vauntingly swore
 that the havoc of war and the battle's confusion
 a home and a country should leave us no more?
 Their blood has wiped out their foul footsteps' pollution.
 No refuge could save the hireling and slave
 from the terror of flight, or the gloom of the grave:
 And the Star-Spangled Banner in triumph doth wave
 o'er the land of the free and the home of the brave.
 Oh! Thus be it ever, when freemen shall stand
 between their loved homes and the war's desolation!
 Blest with victory and peace, may the heaven-rescued land
 Praise the Power that hath made and preserved us a nation.
 Then conquer we must, for our cause it is just,
 and this be our motto: "In God is our trust."
 And the Star-Spangled Banner forever shall wave
 o'er the land of the free and the home of the brave!

Stand at attention, place your right hand over your heart while the song is being sung or the music is played. Face the flag if present, if not face the music.



Pledge of Allegiance to the Flag

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Proper etiquette for saying the pledge -- Stand at attention facing the flag with the right hand over the heart. Men should remove their hats with their right hand and hold it at the left shoulder, the hand being over the heart. **Learn and teach others to pledge allegiance without pausing between the words "Nation" and "under".**

Proper Retiring of the Flag

The Flag Code states, "The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning."

Contact your local VFW Chapter and ask them for help properly disposing of your flag. And be sure to consider providing a small donation to them for their assistance. Or you can contact your local Elks Lodge (who created the idea of Flag Day, established officially by President Truman, himself a member of the Elks) or the American Legion.

Conduct during hoisting, lowering or passing of the Flag

During the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in review, all persons present should face the Flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. Men should remove their hat with their right hand and hold it at the left shoulder, the hand being over the heart. The salute to the Flag in a moving parade should be started at the moment the Flag passes.