



ing such times when Francis Scott Key wrote "the Star-Spangled Banner." It has its victories in peacetime, too. Our flag flew from the first vessel ever propelled by steam - Robert Fulton's "Claremont." It was carried by Wilbur Wright on his first successful airplane flight. Robert Peary planted it at the North Pole. It has been to the moon and back and to the depths of the ocean.

As a guide for the proper use and display of the flag, a code was drawn up at a National Flag Conference on June 14, 1923, in Washington, D.C. This was revised in 1924. Congress in 1942 adopted a resolution making this code law. It has often been amended. This is its present form. (Public Law 829-77)

## Flag Etiquette

### When in Uniform

Salute with your head covered with an official Scout cap or uncovered, either indoors or outdoors. Stand at attention and salute with your right hand when:

- The National Anthem is played with live music.
- The colors are raised or lowered.
- During recitation of the Pledge of Allegiance.
- As the flag passes by in a parade or review.
- A flag-draped coffin is passing.
- When "Taps" is sounded at a funeral.

### When not in Uniform

- During these ceremonies, stand at attention, place your right hand over your heart (**civilian salute**). Men, if wearing a hat, remove, hold it over your heart.
- In athletic costume, uncover your head, stand at attention. Hold hat or helmet in right hand.

## Displaying the Flag

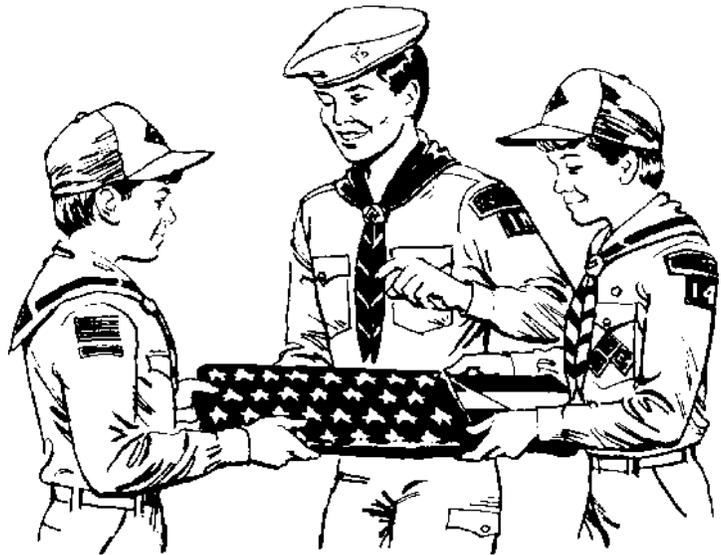
It is the universal custom to display the flag only from sunrise to sunset ... however, the flag may be displayed at night on special occasions when it is desired to produce a patriotic effect. If displayed at night the flag should be illuminated. Certain historic and symbolic locations have flown the flag 24 hours a day for many years. Listed below are a few of the many historic locations where the flag is flown 24 hours a day (**weather permitting**) according to presidential proclamation, public law or local custom:

- Grave of Francis Scott Key, Mount Olivet Cemetery, Frederick, Md.
- The White House, Washington, D.C.
- The United States Capitol, Washington, D.C.
- Fort McHenry National Monument and Historic Shrine and Flag House Square both located in Baltimore, Md.
- Little Bighorn Battlefield, Montana
- The Marine Corps Monument, Arlington, Va.
- The War Memorial at Lexington and Worcester both located in Massachusetts
- Keyville, Maryland, the birthplace of Francis Scott Key

At other places where the flag is flown at night it is done because of long-established local customs or under the authority of the language of the Joint Resolutions of December 22, 1942, which states "the flag may be displayed at night upon special occasions when it is desired to produce a "patriotic effect." This language has not been the subject of strict interpretation or regulation. The "special occasion" has by practice in some places become "day and night." The flag should be flown and displayed on all days when weather permits, particularly on national and state holidays, on historic and special occasions.

## National Holidays

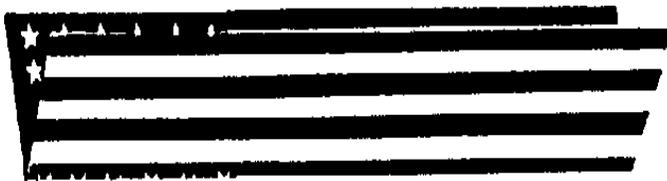
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|--------------------|--------------------------------|
| New Year's Day     | Inauguration Day               |
| Lincoln's birthday | Washington's birthday          |
| Easter Sunday      | Loyalty and Law Day            |
| Mother's Day       | Armed Forces Day               |
| Flag Day           | Memorial Day                   |
| Labor Day          | Independence Day               |
| Columbus Day       | Constitution & Citizenship Day |
| Veteran's Day      | Thanksgiving Day               |
| Christmas Day      |                                |



## How to Fold a Flag

On being detached from the halyard the flag must be folded immediately!

1. To fold the flag correctly, bring the striped half up over the blue field.
4. Then fold the upper point in to form another triangle. Continue until the entire length of the flag is folded.



2. Then fold it in half again.



5. When you get near the end - nothing but the field showing - tuck the last bit into the other folds to secure it.



3. Bring the lower striped corner to the upper edge forming a triangle.



6. The final folded flag resembles a cocked hat with only the white stars on the blue field showing.



**The flag is always kept folded when stored.**

## Hoisting the Flag

It takes two to hoist the flag properly. One to secure the flag to the halyard and hoist it - the other to hold and keep it from touching the ground.

The two flag-raisers march, in step, to the flagpole. Number 1, on the right, carries the folded flag.

At the flagpole, Number 1 continues to hold the folded flag while Number 2 unfastens the halyard from a cleat on the pole. He quickly tests the halyard to make sure it is running freely. This is very important - particularly when ice or rust may have formed on the pulley at the peak in cold weather or when the pole may not have been used for a number of days. The flag is always hoisted from the leeward side (**direction of the wind**) of the flagpole.



Number 1 then loosens the folded flag and hands the hoist end to Number 2, union first, being careful to hold his end of the flag so that no part of it touches the ground. Number 2 fastens the halyard to both grommets on the flag's hoist, then starts hoisting the flag briskly

hand over hand without a pause. Number 1 keeps it from touching the ground, until the flag is floating free. Then he steps back a pace and salutes - which he holds.



**Note: Number 2 allows the up halyard to slide through his hands as he hauls on the down halyard to raise the flag. If the breeze is too strong for him to control the flag, Number 1 holds the up halyard until the flag is at the peak.**

As soon as the flag is raised to the peak, Number 2 secures the halyard to the pole, steps back a pace and joins Number 1 in the salute. Then both drop their salutes in unison and march off.



## Lowering the Flag

Hauling down the colors at sundown (**retreat**), on land or afloat, has its own time-honored procedures.

### Two-man flag detail:

They march to the flagpole, unfasten the halyard and while one stands at salute, the other hauls the colors down slowly.

When the flag is down within reaching distance, the saluting man drops his salute and gathers the flag in his arms to prevent its touching the ground. The halyard's ends are clipped or tied together and secured to the flagpole cleat.

It is very important to fasten the halyard ends back together after removing the flag, or you may find one end of it at the top of the pole the next time the flag is to be raised.



If it is not a formal retreat ceremony, the flag detail shouts "colors" just before hauling the flag down. All those within 50 yards come to attention and salute until the flag is gathered.

On being detached from the halyard the flag must be folded immediately.

**Note:** A person lowering the flag alone need not try to fold it. Gathering it into his arms so that it does not touch the ground is sufficient.

## The Salute is to the Flag



Stand at attention facing the flag and salute at the first note of the National Anthem. Hold the salute until the very last note is played.

If there is no flag or you cannot see it from where you are, face the music. If you can't see the band or orchestra, face straight ahead.

When the National Anthem is sung without accompaniment or is a recording, stand at attention - do not salute.

When the colors are being raised, stand at attention facing the flagpole. Come to a salute as soon as the flag is started on its way up and hold the salute until it is at the peak. If the flag is to be flown at half-mast, hold the salute until it is lowered to half-mast after being hoisted to the peak.

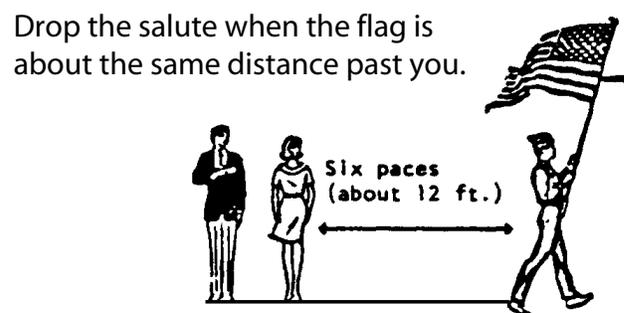
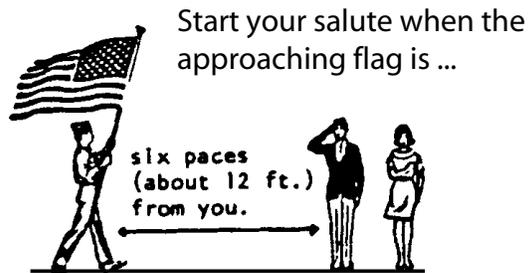


**This is a super resource for all questions about the U.S. flag. It is available at the Scout Shop.**

***Your Flag: Everything you want to know about the flag of the United States of America.***

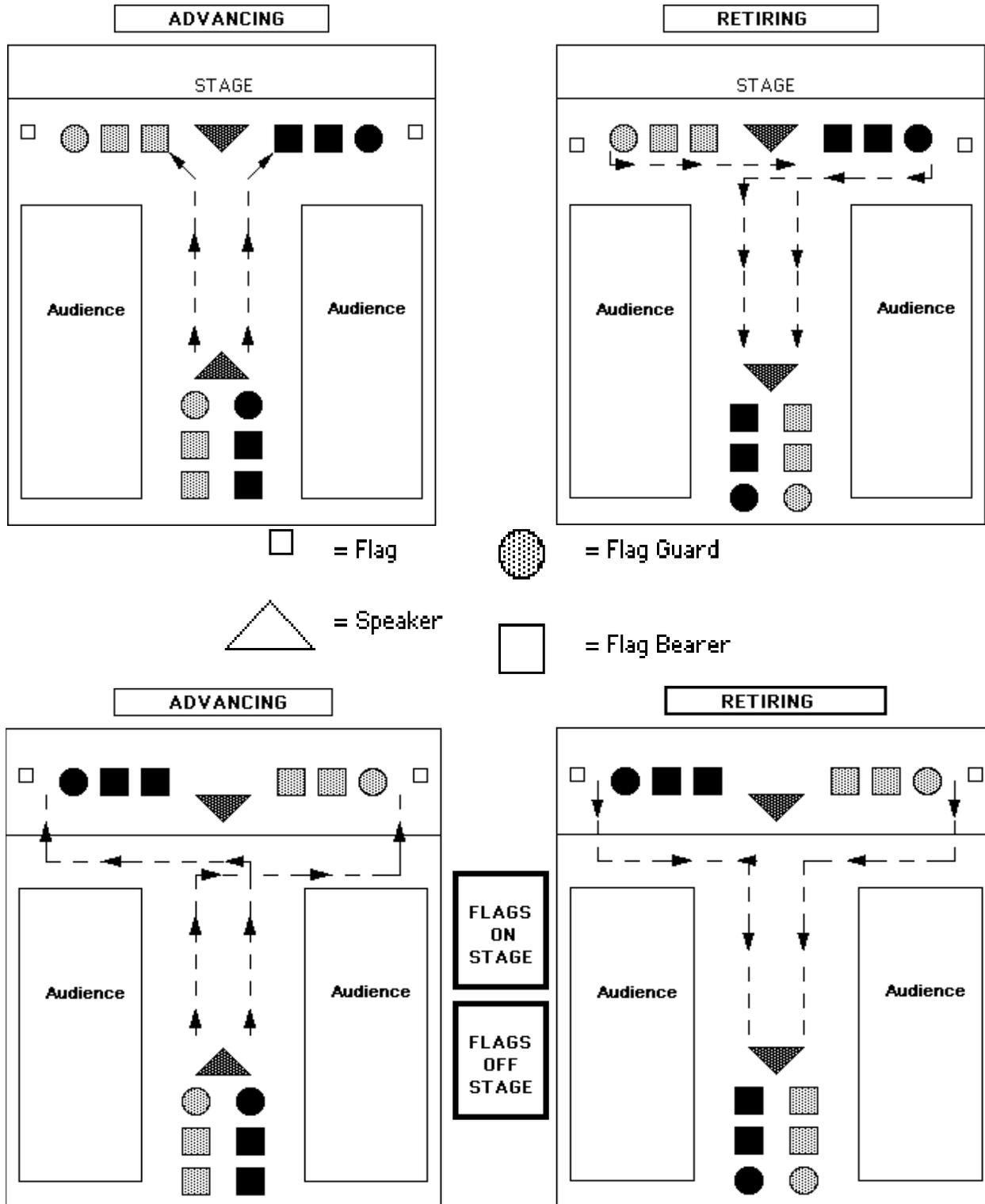
This procedure is also followed when the national ensign is carried past you by mounted standard bearers, or when it passes you on a vehicle, provided the flag is flown from a staff, not lying flat, draped or used only as a decoration.

### At parades and reviews:



# Flag Ceremonies

## Ceremony Diagrams





## Standard flag ceremony

**Arrangement:** If flags are to be posted on the stage, the American flag will be posted on the audience's left. Since it should be on the marching right in the procession, it will be necessary for the flags to cross in front of the room (see diagram page 16). The American flag crosses in front of the pack flag.

If flags are posted on the same level as the audience, the American flag will be placed on the audience's right. In this case, the flags do not cross.

When the colors are retired at the end of the meeting, the same positions are used, except in reverse order.

**Personnel:** Flag bearers and color guards for the American flag and pack flag.  
(If there is an uneven number of color guards, the American flag has precedence and should have the most.)

**Setting:** Flag stands are in place at front of room or on stage. Flag bearers and color guards are in position in rear of room. Speaker may be in rear of room or in any convenient place nearby. Cubmaster usually calls the meeting to order and introduces the den who will perform the ceremony. At this time, the speaker advances to the front of the room.  
(Make certain he speaks loud and clear and can be heard by everyone.)

**Speaker:** Attention! Will the audience please rise? Color guard, present the colors! (or Color guard, advance.)  
(Color guard advances from rear of room with flag bearers in front, followed by guards. The American flag should always be on the marching right in the procession. As procession begins, speaker give his next command.)



**Speaker:** Hand Salute!

(He salutes and audience does likewise. Speaker's eyes should follow the American flag until it is in position in front of the room. Flag bearers and color guards take position in front of the room near flag stands. They stand at attention, facing the audience. The flags are held vertically.)

**Speaker:** Please repeat the Pledge of Allegiance with Me  
(He begins the pledge with audience joining in; At this point, the pack flag is lowered slightly and full attention is given to the American flag. Take care neither flag touches the floor. Flag bearers and color guards do not salute or repeat pledge. When pledge is finished, the speaker gives the next command which is the signal for all salutes to be dropped. The pack flag is then raised again to a vertical position.)

**Speaker:** Two!  
(Salutes are dropped.)

**Speaker:** Color Guard, Post the Colors!  
(The American flag is placed in its stand; then flag bearer and color guard salute it and step back into place. The pack flag is then posted; its bearer and guard salute it and step back into place. The American flag is always posted or raised first and removed or lowered last.)

**Speaker:** Color Guard Dismissed!  
(Flag bearers lead procession to back of room, with speaker following last.)