

# RETIRE YOUR UNSERVICEABLE *Old Glory*

## RETIRE YOUR OLD GLORY PROJECT GUIDELINES

### Retire Your Old Glory, Inc. a/k/a Retire Your Unserviceable Old Glory, Retire Old Glory (“Retire Your Old Glory”)

Proper retirement of American Flags is mandatory. All flags collected as part of the Retire Your Old Glory project must be retired under the guidelines of the United States Flag Code, (US Code, Title 4-Chapter 1, The Flag).

Flags which are collected need to be counted and bagged by the location representative or by the service group that has been chosen to do the retirement ceremonies. Record the number of flags on the label located inside the bin cover to keep a running total of the flags that are collected. Place the flags in clear bags and label with the Old Glory Project and the number of flags in each bag.

All flags collected as part of the Retire Your Old Glory project must be retired under the guidelines of the United States Flag Code, (US Code, Title 4-Chapter 1, The Flag); no flags are to be kept as 'keepsakes', and no flags are to be reused or repurposed.

As part of your participation in the Retire Your Old Glory project we request you email a regular monthly report of the number of flags collected at your location. Email to: [retireyouroldglory@gmail.com](mailto:retireyouroldglory@gmail.com)

It is the responsibility of the bin sponsor and location to oversee the proper use and care of the Retire Your Old Glory collection bin. The bin must be kept clear of any garbage. The outside of the bin and the area surrounding the bin should also be kept clean; an occasional dusting of the bin and the surrounding area is suggested. The flags must be collected on a regular basis so they do not overflow out of the collection bin.

The Retire Your Old Glory collection bin with graphics can be used for no other purpose than participation in the Retire Your Old Glory project to collect flags for proper retirement.

Repairs to the Retire Your Old Glory collection bin and/or its graphics is the responsibility of the bin location and sponsor. Replacement of the bin due to theft or damages is the responsibility of the location and the sponsor. Please contact Retire Your Old Glory, Inc. to report repairs, damages or theft. All bin repairs and/or replacements will be contracted and managed by Retire Your Old Glory, Inc.

Retire Your Old Glory approved bin locations and/or sponsorships are non-transferable except by Retire Your Old Glory, Inc.

When you are no longer participating in the project you must contact Retire Your Old Glory ([retireyouroldglory@gmail.com](mailto:retireyouroldglory@gmail.com)) to make arrangements to return the bin. Your flag collection history will stay posted online with the project but the location address will be removed from the list as an active collection location.

There is a \$35.00 annual fee *after* the first year to maintain your Retire Your Old Glory participation status. This fee is necessary to cover the costs of promoting the Retire Your Old Glory project from all participating Old Glory bin locations. The yearly service fee will be billed at the end of each year/or the last month of your participation in Retire Your Old Glory project. Your continued project participation and/or sponsorship are reviewed on a yearly basis and will be confirmed or declined by Retire Your Old Glory, Inc.

The current Project Summary, Project Guidelines, Instructions for Collection and Terms & Conditions are posted on the website [www.retireyouroldglory.com](http://www.retireyouroldglory.com).

Email questions and comments to [retireyouroldglory@gmail.com](mailto:retireyouroldglory@gmail.com)

Thank you for your participation in collecting and having unserviceable Old Glory properly retired.

Retire Your Old Glory, Inc.

*Renew the American Spirit, Fly a New Flag!*