

**POLISH LEGION
of
AMERICAN VETERANS, U.S.A.**

**MANUAL of RITUALS
and
CEREMONIES**

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INTRODUCTION

This Manual of Rituals shall be the official guide for all ceremonies and public manifestations of the POLISH LEGION of AMERICAN VETERANS, U.S.A., and the use thereof shall be restricted exclusively to regular members of the organization.

In using this manual, one must always bear in mind the local circumstances. The manual, provided as a guide, cannot cover each case in its entirety; therefore, when a situation not covered arises, the person or persons in charge must use their own judgement as to the course to pursue.

A copy of this manual shall be in the care of the Department and Post Commanders who should pass it on to his/her successor.

Departments and Posts should furnish other officials, which they may designate, with additional copies of the Manual, which are available from the National Quartermaster.

The key to the success of any ceremony or demonstration is in the advance preparation for same.

**RITUAL FOR ALL MEETINGS
of the
POLISH LEGION OF
AMERICAN VETERANS, USA**

GENERAL INSTRUCTIONS:

- (1) All Meetings of the PLAV, USA. are to be conducted with a solemnity befitting the dignity of the organization.
- (2) No one shall be admitted into the meeting room during opening or closing ceremonies.
- (3) Members crossing the meeting room shall not pass between the flags and the Commander's station.
- (4) The National Colors and the Post Flag, when in position, shall be at either side and just in advance of the Commander's station. The National Colors on the right and the Post Colors on the left of the Commander, when facing membership, even though the Commander is on a platform and Flags are posted on the floor level.
- (5) The Commander shall be in charge of all ceremonies.
- (6) Members entering a meeting room after call to order shall salute the Colors and take a seat.
- (7) Members desiring to be excused while meeting is in progress, except during a prayer, or the obligation, or during the period of silent prayer, shall rise and salute the Commander. Upon acknowledgement by the Commander, he/she may leave.
- (8) Attendance at meetings of the National Department, State Department, or any Post of this organization shall be limited to persons as provided in Article II, Section 2, Paragraph 6, of the National Constitution.
- (9) The following shall be the suggested complement of officers for a Post of this Organization:
 - 1) Commander
 - 2) First Vice Commander (Membership)
 - 3) Second Vice Commander (Welfare)
 - 4) Adjutant
 - 5) Treasurer
 - 6) Finance Officer (Optional)

- 7) Trustees or Directors (three or more in number)
- 8) Sergeant-at-Arms
- 9) Service Officer
- 10) Chaplain
- 11) Judge Advocate
- 12) Quartermaster (Optional)
- 13) Chairpersons of various operational committees

Quartermaster duties may be combined with those of the Treasurer.

Americanism Officer duties, if required, are assigned to the Second Vice Commander.

Youth Officer and Athletic Officer duties, if required, are assigned to operational committees.

(10) PLAV,USA officers will wear their official caps at all official functions. All members will be encouraged to do so. The wearing of the cap is recognized as "being in uniform." During the oral recitation of the Pledge of Allegiance, moments of prayer and when standing in silent reverence in memory of departed comrades, the cap shall be held in the right hand, with fingers inserted, and placed over the heart. The PLAV,USA emblem shall be facing outward.

OPENING OF PLAV,USA MEETINGS

The seating arrangement for PLAV,USA meetings shall be in accordance with the preferences and needs of the Department or Post.

Meetings of the Polish Legion of American Veterans, USA shall be conducted in the following manner:

(1) Each officer shall wear his/her official cap with badge, signifying the office he/she holds. The Commander will seat the officers and the membership with one rap of the gavel.

(2) The Commander will then give three raps of the gavel and the membership shall stand at attention.

COMMANDER:

"The Color Bearers will advance the Flag of our Country and the Department/or Post Colors."

The membership shall be brought to attention and on the count of one, will execute a right hand salute while the Flag and the Colors are advancing and placed in position.

The Flag of our Country and the Department/or Post Colors, when in position, shall be placed in advance of the Commander's station; the Flag or our Country on the right of the Commander, the Department/or Post Colors on the left when facing the membership. After the Colors are placed, and on the count of two the hand salute will be completed.

Everyone will remain standing, uncover, and the Commander will then lead the assembly in the Pledge of Allegiance.

(3) The Commander shall call upon the Chaplain to give the opening prayer. (The Chaplain may deliver one of his choices.)

CHAPLAIN:

"We offer this prayer for the men and women of this organization. Give us, O God, Thy love, eternal and most just. We ask in behalf of our membership, Thy Holy direction in the work that is their portion, and with which they have been charged. Love them, Dear Lord, and their families. Amen."

(or)

"Eternal and merciful God, we call upon you to be present with us during our gathering. We ask that you fill the men and women of this organization with your love and peace and you give us the direction in the work that has been entrusted to our care. For those who are not with us, especially the families of the Polish Legion of American Veterans, U.S.A. and Auxiliary, and the MIA's/POW's, may your protection and care be with them. We make this our prayer in your name God, as you are our Creator. Amen."

(4) The First Vice Commander recites the Preamble to the Constitution of the POLISH LEGION of AMERICAN VETERANS, USA as follows:

As a living monument to over 3,000,000 Americans of Polish descent who served in the Armed Forces of the U.S.A. in all Wars and Conflicts of whom many thousands have made the supreme sacrifice for their country by giving their lives, we the Polish Legion of American Veterans, USA associate ourselves for the following purposes:

To uphold and defend the Constitution of the United States of America and all the principles for which it stands:

To encourage active interest in all manifestations and demonstrations of patriotic nature, that the glory and sanctity of American ideals may be forever preserved.

To protect the good name of Americans of Polish ancestry against unfriendly attacks and against attempts to belittle their contributions to the progress and development of the United States.

To insure that all individuals, especially those of Polish ancestry, shall not be alienated from, but receive positive support from curriculum and teaching considerations and from the textbooks and reference materials used in our schools, concerning Poles and Polish-Americans.

To combat the destructive propaganda of Communism and other alien influences endeavoring to weaken or destroy our American institutions and democratic form of government.

To encourage all members to combat crime, terrorism and other undesirable acts against the government, on the local, State and National levels.

And to maintain and preserve the true spirit of fraternity and patriotism arising from the sacrifices in the wars and conflicts of the United States of America and to perpetuate friendships and associations arising therefrom by mutual aid and cooperation in patriotic, charitable, educational, and civic activities.

To these principles the Polish Legion of American Veterans, USA is dedicated.

COMMANDER:

(5) "I now declare this, the (Regular-Special) Meeting of Post No. _____, Department of _____ duly convened.

(6) The regular order of business shall be as follows:

- (a) Roll call of officers
- (b) Reading of minutes of preceding meeting
- (c) Initiation of new members
- (d) Reading of correspondence
- (e) Reports of Officers, committees and delegates
- (f) Unfinished and old business
- (g) New business
- (h) Financial Reports
- (i) Good of the POLISH LEGION of

AMERICAN VETERANS, USA

- (j) Moment of silent prayer for our departed Comrades
- (k) Closing prayer by the Chaplain
- (j) Salute to the Colors as they are retired
- (m) Adjournment

(7) The following Oath shall be administered to the newly accepted Members:

"I, (candidate's name) having familiarized myself with the aims and principles of the POLISH LEGION of AMERICAN VETERANS, USA promise to faithfully abide by the Constitution of the POLISH LEGION of AMERICAN VETERANS, USA and of the (name) _____, Post No. _____, to conscientiously and willingly perform all orders of my officers. So help me God."

CLOSING THE PLAV,USA MEETING

COMMANDER:

"Is there any further business to come before the meeting?"

If not, the Chaplain will lead us in memorial service."

The Commander will give three raps of the gavel, and the membership shall rise, uncover, and stand in silence.

CHAPLAIN:

"Let us pray for a moment in silence."

"Let there rise from our hearts a prayer asking Almighty God, the Father of all of us, to grant to the souls of our departed Comrades, a place and a glory that is theirs because of the sacrifices they made that others might live."

(Observe one moment of silence Amen.)

(or)

"Eternal Father, the giver of all life, we come to this moment of prayer to remember our departed Comrades. As we stand in your presence with bowed heads in reverence to them, let us never forget the good deeds they accomplished in their lives, both in peacetime and in the time of battle. For the men and women who served in the Armed Forces, they have given of lives so that others may be able to live in peace and justice, may their death not be in vain.

As we go forth from these sessions, let us pray and work for peace, the peace that passes all understanding. Give us O Lord the grace we need to consecrate our hearts and lives to you and to our nation. America, the Land of the Free and the Home of the Brave. Help us to serve our nation in time of peace and may our departed Comrades rest in peace. Amen."

(Observe one moment of silence Amen.)

COMMANDER:

"The Color Bearers will retire the Flag of our Country and the Membership will stand and salute."

COMMANDER:

"Till we meet again let us remember that our obligation to our Country can only be fulfilled by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the POLISH LEGION of AMERICAN VETERANS, USA and its members. Let us be ever watchful of the honor of our Country, our organizations and ourselves, so that nothing will swerve us from the path of Justice, Freedom and Democracy."

COMMANDER:

"I now declare this meeting of _____, Post No.

Of the POLISH LEGION of AMERICAN VETERANS, USA Department of _____ adjourned,"

The Commander gives one rap of the gavel.

THE PLAV,USA UNIFORM

The PLAV,USA Uniform, Cap or Regalia should be worn by its members , only when in attendance at official PLAV,USA meetings or ceremonies or as official guests at patriotic or other civil functions or by individuals when officially representing the PLAV,USA in public occasions.

The Official PLAV,USA Uniform may be as follows:

Red or Navy Blue sport coat, with an official PLAV,USA patch sewn ' on the upper portion of the pocket may also be worn as a formal PLAV,USA dress uniform. The following must be worn with the sport coat: Shirt-White; Pants-Navy Blue, Black, Gray, or White; Tie-Red, White, or Blue, Shoes- Black.

The Official PLAV,USA Uniform described above is optional. Departments or Posts electing to wear it must locate a manufacturer.

Departments or Posts may also elect to design uniforms for their Color Guards, which satisfy their local needs and preferences.

CAP SPECIFICATION

All Caps of the PLAV,USA for Veterans, Honorary Members and Detachment Sons must be uniform in type and color and purchased through the National Quartermaster .

Other than the PLAV,USA emblem which shall be centered thereon from front to rear on the left side of the Cap, only the City and State (optional) designation shall be centered under the emblem,. No other accessories, medals, pins, etc shall ever be affixed to the left side of the cap.

PLAV,USA Veterans Wearing of the Official Cap

The PLAV,USA Cap and/or Uniform shall be worn by all Officers and Members while in attendance at official meetings or ceremonies. The wearing of the Cap is recognized as “Being in Uniform.”

Gold Cap with Red, White and Blue Cap Piping

The Incumbent National Commander and all Past National Commanders are entitled to wear their Caps at any convention, meeting or ceremony that they attend.

Current National Officers, attending meetings of the State Department or local Post, may wear the Cap of their National Office at such meetings, unless the State and Post By-Laws read to the contrary. Also while in attendance at their State Department Convention, they shall not wear the Cap of their National Office unless specifically invited to be present in the capacity of their National Office. Remember current National Officers attending any meetings of their State Department or local Post are present there as regular members.

Except for Past National Commanders, National Officers concluding their terms and exiting their office, shall no longer be permitted to wear the National Department Gold Cap.

White Cap with Red, White and Blue Cap Piping

Incumbent State Commanders are entitled to wear the State Commander's Cap at any convention, meeting or ceremony they attend. Only the incumbent State Commander is entitled to wear the Cap of their State Office at National Conventions. Other current State Officers and Past State Commanders while in attendance at National Conventions shall wear the Cap of their local Post.

Current State Officers are entitled to wear their State Officers Cap at any meeting or ceremony they attend, other than the National Convention. Current State Officers, other than the Incumbent State Commander and Past State Commanders attending meetings of their Post may wear the Cap of their State Office at those meetings unless the Post By-Laws state to the contrary. Current State Officers attending those local Post meetings are there as regular members unless specifically invited to be present in their capacity as a State Officer.

Except for Past State Commanders, State Officers concluding their terms and exiting their Office, shall no longer be permitted to wear the State Department White Cap.

Navy Blue Cap with Red, White and Blue Piping

Incumbent Post Commanders, all Past Post Commanders and current Post Officers are entitled to wear their Cap at any convention, meeting or ceremony that they attend.

Since only Past Post Commanders are entitled to wear the designation "PAST" on their Caps, all other Officers concluding their term and exiting their Office shall remove the officer designation from their Caps, be it embroidered or pinned thereon.

PLAV,USA Honorary Members, Wearing of the Official Cap

Light Blue with Red piping

The PLAV,USA Honorary Member Cap and/or Uniform shall be worn by all Active Honorary Members while in attendance at official meetings or ceremonies. The wearing of the Cap is recognized as “Being in Uniform.”

The Post Number will be located on the right side of the front of the cap. The name “Honorary Member” shall be placed on the right side of the cap, centered from front to rear. “Honorary Member” can be embroidered or in the form of pins procured from the PLAV,USA National Quartermaster. Any extraneous items must not be affixed to any PLAV,USA Honorary Member Cap.

PLAV,USA Sons Detachment Members, Wearing of the Official Cap

Tan with Red, White and Blue piping

The PLAV,USA Detachment Sons Cap and/or Uniform shall be worn by all Officers and Members while in attendance at official meetings or ceremonies. The wearing of the Cap is recognized as “Being in Uniform.”

The Detachment Number (same as Post number) will be located on the right side of the front of the cap. The words “Sons of PLAV,USA” shall be placed on the right side of the cap centered from front to rear. Any extraneous items must not be affixed to any PLAV,USA Sons Detachment Cap

Detachment Commanders and other Officers may have their title designation on the right side of the Detachment Cap. These shall be in the form of pins procured from the PLAV,USA National Quartermaster. Incumbent Detachment Officers and Detachment Members are entitled to wear their Cap at any meeting or ceremony that they attend. All Detachment Officers concluding their term and exiting their Office shall remove the Office Designation Pin from their Cap.

DEPARTMENT AND POST COLORS

All Department and Post Colors are to be single or double sided of standard design and will follow the specifications and quality of the National Department Colors. They will be purchased only through the National Treasurer/Quartermaster. The following colors will apply National Department -gold; State Departments - white; Posts - blue.

RITUAL FOR THE INSTALLATION OF OFFICERS

The Installing Officer shall be the Department Commander or his/her authorized representative. The Installation of Officers shall proceed as follows:

(1) **INSTALLING OFFICER'** "Sergeant-at-Arms (salute), you will bring before me the following newly elected officers of this Post."

(Here the Installing Officer reads the roster of newly elected officers and titles, omitting temporarily the newly elected Commander.)

(2) The Sergeant-at-Arms escorts the officers before the Installing Officer, placing them in a rank facing the Installing Officer, leaving a space in the center for the Commander-elect.

(3) **INSTALLING OFFICER:** "Sergeant-at-Arms (salute), you will now escort (name) _____, Commander-elect of this Post to my station."

(4) The Sergeant-at-Arms then escorts the newly elected Commander forward and places him/her in the space reserved for him/her in the center of the line.

(5) The Sergeant-at-Arms then salutes the Installing Officer and takes his/her position to his/her (the Sergeant's) right at the end of the line of officers. The Sergeant-at-Arms then puts the line "At EASE. "

(6) Installing Officer then "charges" the Officers as follows:

INSTALLING OFFICER:

"My Comrades:"

"You have been chosen by your fellow members to fill the various offices of this Post."

"You will, I know, vindicate the trust that has been reposed in you, and fulfill in every way the obligations that trust entails."

"You will at once familiarize yourselves with the duties of your particular offices, and you will proceed upon those duties with the same spirit of devotion and endeavor that characterized your service in the great conflicts out of which arose the POLISH LEGION of AMERICAN VETERANS, USA." .

"You know that the success and welfare of this Post is dependent upon you, and also you must know, that upon your shoulders equally rests the burden of preserving the integrity of the POLISH LEGION of AMERICAN VETERANS, USA. Always protect its good name and exalt it in the eyes of the people of the United States, making known to them its purpose and policy; ever remembering that the cardinal purposes of the POLISH LEGION of AMERICAN VETERANS, USA are: The rehabilitation of our disabled Comrades; the care of the Dependents of those who have answered the final call; and of those, who are now suffering the ravages of wounds, disease and want; the rightful education of the children of our nation; and devoted-service to the Community, State and Nation."

"Also, ever remember, the tolerant spirit that animates the Membership of the POLISH LEGION of AMERICAN VETERANS, USA bearing in mind at all times that though you are privileged to hold an Office, there is no rank amongst us, for each serves as the equal of his Comrade, and all should strive towards the same goal, which is the realization in the life of the Republic, of the ideals of Justice, Loyalty, Freedom and Democracy."

(7) INSTALLING OFFICER: "You will raise your right hand, place your left over your heart and repeat after me, giving your name and office where I give mine."
(Oath follows.)

"I, (Officer's name), assuming the office of (name office), swear on my honor as a citizen of the United States and a Veteran, that I shall faithfully and honestly fulfill the duties of my office in accordance with the letter of the Constitution and its by-laws and all rulings of the national administration, so help me God."

The Installing Officer gives one rap of gavel to seat spectators. Sergeant orders "Hands down" to the line of Officers.

(8) The Installing Officer then addresses the entire membership as follows:

INSTALLING OFFICER:

"Ladies and Gentlemen. I present to you the newly elected officers of Post _____ . I congratulate the members of Post _____ on their selections. Now that they have been chosen to guide the destiny of this

Post, it is the duty of the members of this Post and the citizens of this community to aid them in every way. Help them keep the POLISH LEGION of AMERICAN VETERANS, USA a free organization of free men and women, faithful to its principles and ideals."

(9) **INSTALLING OFFICER:** "Sergeant-at-Arms (salute), you will retire the newly installed Officers with the exception of the Commander." (Salute)

The Sergeant-at-Arms leads off the Officers and then returns and takes position beside newly installed Post Commander.

(10) **INSTALLING OFFICER:** "Sergeant-at-Arms (salute), you will escort the newly installed Commander to my right (or left, as the case may be).

The Sergeant-at-Arms does so, salutes and then retires.

(11) The Commander remains standing at Installing Officer's right (or left).

The Installing Officer then "Charges" the new Commander as follows:

INSTALLING OFFICER:

To you my comrade, is entrusted a very sacred duty, that of teaching and protecting the cardinal principles of the POLISH LEGION of AMERICAN VETERANS, USA throughout your entire Post."

"To you is entrusted supervision of the duties of all the other Officers of your Post. To you will come the indigent and the distressed and it is your duty to see that no worthy comrade is turned away without full justice."

"It is your duty to see that Freedom is ever the watch word of those with whom you may come in contact." "Loyalty to your Post, to its membership, to the State and to the National Organization are the requirements which you now assume. You are more than the presiding officer for meetings. You are guided by the Constitution and by the decisions of the Post as a body, yet the responsibility for failure or success of the year's program is largely on your shoulders."

"You must initiate and carry through programs to completion. You must thoroughly familiarize yourself with the policies and traditions of your Post and of the POLISH LEGION of AMERICAN VETERANS, USA. By your sincere acceptance and earnest performance of these duties, may the great trust which your comrades reposed in you be justified."

"To you I extend the congratulations of the Department and I wish you well as you assume the responsibilities of your office."

(12) The Installing Officer then hands the gavel to the new Commander and takes a seat. The Commander then seats the members by one rap of the gavel.

MEMORIAL RITUALS

For Post Holding Memorial Day Service at Veteran's Grave, Shrine or Monument

The ceremony may follow a brief address by the Commander or other speaker, commemorating veteran dead of all wars and emphasizing the POLISH LEGION of AMERICAN VETERANS, USA pledge to honor the dead by helping the living. The talk should be extemporaneous. After the Address the following action is in order:

Commander stands at head of grave or appropriate spot before monument. At his/her right are First Vice Commander, flag bearer and guard. To his/her left are Second Vice Commander, Post standard bearer and guard. Members of the escort shall stand facing each other on both sides of the grave or monument. Post Chaplain stands at foot of the grave or appropriate spot before the monument, with escort commander to his/her right and Ladies Auxiliary President or Post Adjutant at his/her left. The bugler stands off to the side. Firing squad lines up at a reasonable distance from the grave or monument.

Other Post Officers and members assemble around the grave, or monument, if feasible, while Commander declares slowly and impressively:

COMMANDER:

"As long as two comrades survive, so long will the POLISH LEGION of AMERICAN VETERANS, USA render tribute to our heroic dead."

COMMANDER:

"Comrades, Attention! On this day, forever consecrated to our heroic dead, we are assembled once again to express sincere reverence. This grave (monument) represents the resting-places of many departed comrades who served in all wars. Wherever the body of a comrade lies there the ground is hallowed. Our presence here is in solemn commemoration of all these men and women, an expression of our tribute to their devotion to duty, to their courage and patriotism. By their services on land, on sea and in the air they have made us their debtors, for the flag of our nation still flies over a land of free people."

(Pause; then he orders)

COMMANDER:

" Parade rest! Comrade Chaplain, you will ask the Divine Blessing.

CHAPLAIN:

"Father of us all! In the depth of our silent reverence we realize the truth of the inspired words, I am the Resurrection and the Life; he that believeth in Me, though he were dead, yet shall he live."

" As comrade after comrade departs we march on with our ranks grown thinner. Help us to be faithful unto Thee and to one another. Look in mercy on the widows and children of our departed comrades, we beseech Thee, and with Thine own tenderness console and comfort those who are bereaved."

" Heavenly Father, bless our country with freedom, peace and righteousness. Through Thy favor may we meet at last before Thy throne in Heaven. We praise Thy Great Name forever and forever. Amen."

COMMANDER:

Attention! Officers and members of _____, Post No. _____ POLISH LEGION of AMERICAN VETERANS, USA now we will pay our respects to our departed comrade (comrades). In so doing we offer solemn tribute to all comrades wherever they may rest.

Comrade First Vice-Commander:

(First Vice-Commander steps to right side of grave. He/she holds small wreath.)

FIRST VICE COMMANDER:

"On behalf of Post No. _____, POLISH LEGION of AMERICAN VETERANS, USA I place this symbol of our remembrance."

(Places wreath. Returns to former position.)

COMMANDER:

"Second Vice Commander"

(Second Vice Commander steps to left side of grave. he/she holds flowers.)

SECOND VICE COMMANDER:

"I place this symbol of purity on our comrade's grave. May each future generation emulate the unselfish courage of all men and women who fought for freedom."

(Places flowers. Returns to former position.)

COMMANDER:

"Madam President of the Ladies Auxiliary of the POLISH LEGION of AMERICAN VETERANS, USA."

(President steps to foot of grave. She holds flowers.)

AUXILIARY PRESIDENT:

"On behalf of the Ladies Auxiliary, POLISH LEGION of AMERICAN VETERANS, USA I place this emblem of eternity. Its color bespeaks life everlasting. Thus do we immortalize the brave deeds of our soldiers, sailors and marines who have given their lives on land, on sea and in the air."

(Places flowers on grave. Returns to position. If auxiliary does not participate, Post Adjutant should substitute.)

(Commander then places small American flag in marker or at head of grave, or appropriate place on monument.)

COMMANDER:

"On behalf of our glorious republic for whose integrity our comrades enlisted and served, I place this emblem of the nation. The Flag of our Country was theirs to defend. Its glorious colors shall wave over them in death as in life, for everyone to behold."

(Commander resumes station. Then addressing himself/herself to grave, or monument, he/she declares:)

COMMANDER:

"To you comrades, who have departed, we render a silent salute."

(Then he/she orders:)

COMMANDER:

"Comrades, Present Arms!"

(All hold salute to grave or monument while Commander counts ten silently. Then Commander says aloud, slowly, impressively and directing his/her words to the grave or monument:)

COMMANDER:

"Comrades in the Silent Land Beyond, wherever your mortal remains may rest, this solemn service we hold in tribute to you."

(Commander ends salute with command, Order Arms.)

Here the Commander turns to the Firing Squad Commander and says:

"Prepare to fire!" Firing Squad Commander takes over. At command "Ready" by Firing Squad Commander, Commander gives order "Present Arms." Following volley, position of salute shall be maintained until completion of taps and echo. The Commander will give command "Order Arms - Fall Out."

PARADE REGULATIONS

At National Department Conventions, Departments will line up in alphabetical order. Posts will line up in numerical order in each Department.

At Department Conventions, Officers and Colors take same station as for National Department parades, followed by Drum and Bugle Corps or band, Post Colors and Posts in numerical order.

Color guards shall always flank Flags.

The Flag of the United States shall always fly to marching right of all other Flags or standards; or the Flag of the United States should be centered and several paces in front of all other Flags or standards.

Units of the Armed Forces of the United States participating in a parade will precede veteran's organizations and other units.

Uniformed marchers precede those in civilian dress.

Post Officers command companies and platoons, according to seniority.

Comrades will keep their places in line from beginning of parade to finish, unless physically unable to do so.

The Auxiliary Chapters shall follow the PLAV,USA units, proceeded by the Gold Star Mothers.

Members of any other veteran's organization will follow the Polish Legion of American Veterans, USA in the same marching order, if possible.

THE BLESSING AND DEDICATION OF COLORS

Colors may be blessed and dedicated in one of two ways:

1. Service in hall, and
2. Parade and blessing of colors in church or chapel.

At the beginning of the ceremony the Post Colors and the American Flag shall be furled and tied with ribbons. The Colors, the two color bearers and two color guards under arms shall be stationed at the rear of the hall in which the ceremony will take place.

Four participating Auxiliary members shall also be in the rear of the hall, and in uniform if possible.

The Sergeant-at-Arms shall march the color bearer's forward and place them in a line facing the officiating officers. The American Flag shall be carried to the right of the Post Colors. The color guards shall place themselves on either side of the color bearers in the position of "At Ease." The Auxiliary members shall be standing in a line immediately behind the color bearers and guards.

The Master of Ceremonies and the dedicating officer should be National or State Officers and together with the Post Commander shall be in the front of the hall at the point the ceremony will take place.

MASTER OF CEREMONIES:

"Advance the Colors of our Country. Everybody please rise."

SERGEANT-AT-ARMS:

"Color Guard -Attention! Right Shoulder Arms."

(At this command guards shall execute the right shoulder arms and the color bearers shall sling colors.)

SERGEANT-AT-ARMS:

"Forward March!"

(Colors still furled are advanced to within about 5 feet of the speakers table. Color bearers and guards shall execute a left wheel so that the American Flag is to the right of the Post Colors and facing the audience. Guards shall then move left and right in line with the Colors, and move to the extreme end of the speakers table. Guards then do an about face so that they are facing the Colors.)

SERGEANT-AT-ARMS:

"Auxiliary Attention!" "Forward March!"

(Auxiliary members, four, march four abreast to a point immediately before the colors. They then proceed to undo the tying ribbons.)

MASTER OF CEREMONIES:

"Ladies and Gentlemen: We will now call the names of the sponsors of our colors. Will the following persons come forward and receive a ribbon attached to our colors and hold such ribbon during the short ceremony to follow."

(Here a list of sponsors is read.)

MASTER OF CEREMONIES:

"At this time we call upon Rev. _____,
to bless the colors of Post No. _____."

CHAPLAIN:

Our help is in the name of the Lord.

ALL:

Who made heaven and earth

Let us pray: O God, by whose word all things are made holy, pour down your blessings on these colors which you create. Grant, that whoever honors and reverences them, will be mindful of the cause for which our Comrades fought and served. We pray in your most Holy Name. Amen.

(Dedicating officer approaches to a point immediately in front of the Colors; facing the audience he states as follows:)

DEDICATING OFFICER:

"By the authority vested in me, I now dedicate these colors. May they fly perpetually as the emblem of the cause for which we fought and which we now gladly serve. Here is the Flag of our Country; safe within its folds is the freedom of our Nation. Beside it is the Polish Legion of American Veterans, USA, on its expanse the emblem of our organization."

"I dedicate these colors to the purpose of this Post, Community, State and Nation, and with them I dedicate this Post to the faithful service of our Nation, our People, and our Flag. Comrades, you will join me in saluting the Flag."

MASTER OF CEREMONIES:

"Color Guard -Attention!" "Hand Salute; One Two."

MASTER OF CEREMONIES:

"Please be seated."

DEDICATING OFFICER:

"Post Commander - Front and Center:"

"Comrade Commander, I place these Colors in your custody and care. Be ever mindful of your responsibility to your Country, your Flag and to your Post."

(Both Dedicating Officer and Post Commander salute one another.)

SERGEANT-AT-ARMS:

On behalf of _____, Post No. _____,
we extend to our sponsors our special thanks. You may now return to your places."

(Sponsors move off.)

POST COMMANDER:

"Sergeant-at-Arms take charge of the Colors."

(Salute.)

SERGEANT-AT-ARMS:

"Color Guard-Post Colors."

(Color bearers move to the extreme ends of the speaker's table and place Colors in their respective stands. They salute. American Flag should be placed to the right of the speaker's table when facing audience. Color bearers shall then return to the center in front of the speaker's table and move to the rear of the hall with the color guards.)

THE PLAV,USA FUNERAL RITUAL

At the request of the family of a deceased veteran, a PLAV,USA Post may participate in the funeral service provided: (a) the Post Commander so orders the Post or (b) on majority vote of the Post membership. As a guide for the Post the following policies are suggested:

1) Death of a deceased member:

The Post at the request of the deceased member' family is obligated to provide a military funeral

2) Death of an honorably discharged veteran who is not a member of the PLAV,USA or death of a man/woman who is on active duty with the Armed Forces of the United States. At the request of the deceased veteran's family, the Post at its discretion may authorize a Military Funeral.

Except as provided above, Post members will attend services as individuals, taking no active part in the ceremonies.

Services may be varied in accordance with the religious belief of the deceased comrade. The wish of the family of the deceased, and of the officiating clergy will be respected.

Sec. A. The Post Commander and his/her staff must use their own judgement to make the PLAV,USA Services conform to the local circumstances. Changes in the following instructions may have to be made, but most important, is that the service must run smoothly and efficiently. To avoid delay or confusion, everyone should be rehearsed. It is imperative that each member participating in the Funeral Service clearly understands the functions he/she is to perform.

The Post Commander shall make all preliminary arrangements with the family or its representatives, regarding the part the PLAV,USA is to take in the ceremonies.

When the PLAV,USA is requested to use its ritual at funerals, the regulations prescribed by the Federal Government will be used. The full complement of participants shall include:

- I Chaplain
- I Bugler (Echo optional)
- 2 Color Bearers
- 2 Color Guards
- I Commander of Firing Squad
- 6 Firing Squad
- 6 Pallbearers

The burial Flag will be provided by the Government for burial ceremonies for all veterans.

Burial Flags will be provided by the local Postmaster or the Department of Veterans Affairs.

Following are some funeral service details to remember:

- 1) Military funeral regulations do not take the firing squad into the Chapel.
- 2) All Military or PLAV,USA details, shall, in church, have heads bared, except while actually functioning. Members of color detail and firing squad, functioning, do not remove caps. Uniformed pallbearers remain covered while carrying casket.
- 3) The Flag of the United States should never be dipped or lowered. Only Post Colors should be dipped while casket is passing, the firing squad is functioning and during sounding of taps. When Post Colors are dipped the firing squad and Color Guard come to present arms.
- 4) Federal Government regulations provide that the Flag of the United States will cover the casket during military funeral services held in a church or chapel. Comrades making arrangements should determine whether or not this is acceptable to the clergyman or minister. In the event the deceased served under an allied Flag, that Flag shall also be displayed on the coffin.
- 5) When the Flag of the United States covers the coffin, the field is at the head and over the left shoulder of the deceased.
- 6) The casket shall be carried feet first.
- 7) The Flag must not be lowered into the grave nor allowed to touch the ground.

- 8) There are three types of military services:
1. Chapel service followed by escort to grave.
 2. Without chapel service but with the funeral procession forming at or near the cemetery entrance.
 3. Grave service only.

"Chapel" means the home, church, funeral parlor and places other than the grave. Honorary pallbearers, may be the PLAV,USA members or others selected by family.

AT THE ARRIVAL OF REMAINS AT THE FUNERAL HOME OR CHAPEL

The Post Commander or the Post Sergeant -at-Arms will immediately have the Colors of the Post with a black ribbon posted at the foot of the casket and the Flag of our Country at the head of the casket.

THE NIGHT BEFORE THE FUNERAL

The Post Commander shall delegate the members of the Post for Honor Guard. The Honor Guard, in uniform and armed, stands at the position of "Parade Rest." One guard at the head of the casket and the other at the foot of the casket facing each other. All Post members should attend to pay their last respects.

THE DAY OF THE FUNERAL

The Post Commander will have the funeral escort assemble at the funeral chapel or a convenient place near the chapel in ample time before the services and detail the Honor Guard. The Honor Guard will be posted until the services end.

At the close of the clergies service, the Commander will assemble the detail to pay last respects to the departed member. The detail will march up to the casket single file and salute the departed veteran. The detail under arms will "Present Arms." All march out.

THE DUTIES OF PARTICIPATING PERSONNEL

CHAPLAIN:

When the pallbearers have removed the casket from the hearse, he/she leads the pallbearers and the casket into the church.

He/she then conducts the service. When the church service is completed, he/she precedes the casket out of the church.

Upon arrival of the procession at the burial plot, he/she waits until the escort and colors have taken their positions at the gravesite. After the pallbearers have lifted the casket from the hearse, he/she precedes the casket to the grave site. He/she then takes his/her position at the head of the grave and when everyone is in position, he/she conducts the committal service.

After the funeral service is completed, he/she remains behind to render any assistance required by the family.

ESCORT AND FIRING SQUAD:

The escort assembles in front of the church prior to the arrival of the casket and stands at ease until the hearse appears. It forms facing the church on line with the Colors and band. The Post Commander shall be in charge of the escort.

When the hearse appears, the escort is brought to attention. When all is in readiness for the pallbearers to remove the casket from the hearse, the escort is brought to the position of present arms.

When the casket is brought out from the church at the end of the church service, the escort is called to attention and then brought to the position of present arms. The escort remains in this position while the casket is being secured to the hearse.

At the graveside, the escort takes its position in line behind and facing the head of the grave. The firing squad is formed in one rank, apart from the escort so that it will not fire over the heads of the family when they take their place beside the grave. The firing squad will execute all commands with the escort, except when specifically indicated otherwise.

At the moment that the pallbearers lift the casket from the hearse, the escort is brought to the position of present arms. They remain in this position until the casket is placed over the grave.

When the casket is placed over the grave, the escort is called to order and brought to the position of parade rest; all members of the escort stand in this position with bowed heads until the chaplain completes the committal service.

When the chaplain has finished the service, the escort is then called to attention.

Members of the escort are then given the command:

- 1) "Escort" (less firing squad)
- 2) "Present"
- 3) "Arms"

At the command "Arms," the escort, honorary pallbearers, bugler and privates of the color guard come to the position of present arms.

The firing squad commander then commands:

- 1) "Firing Squad"
- 2) "Prepare to Load"
- 3) "Load"

At the command "Load," each member of the firing squad faces half right and carries his right foot 12 inches to the right, and to such position as will secure the greatest firmness and steadiness of the body. He/she raises the rifle, and drops it into the left hand at the balance, right hand at the small of the stock, muzzle in the air at an angle of 45 degrees. He/she then loads his/her rifle in the manner prescribed in the manual for that weapon.

IMPORTANT NOTE:

If the rifle jams, do not attempt to fix, but simulate firing.

The firing squad commander then gives the command:

- 1) "Ready"
- 2) "Aim"
- 3) "Fire"

At the command "Ready," each member of the firing squad remains in the position of load. At the command "Aim," each member of the firing squad raises his/her rifle with both hands to a position of 45 degrees from the horizontal, the rifle resting in the palm of the hand, the butt placed and held firmly against the shoulder. The left hand is well under the rifle, grasping it at, or in front of the balance, the right hand grasping the small of the stock. The right elbow is at the height of the shoulder. The right cheek is pressed firmly against the stock as far forward as it can be without straining. The left eye is closed, the right eye looking over the rear sight. The rifle is then unlocked.

At the command "Fire," each member of the firing squad squeezes the trigger of the rifle quickly. The rifle is then lowered to the position of load and reloaded. The escort Commander then commands:

- 1) "Aim"
- 2) "Fire"

After the second volley is fired, the escort commander again gives the command:

- 1) "Aim"
- 2) "Fire"

And the third volley is fired.

After the third volley is fired the firing squad shall be brought to present arms and shall so remain in this position until the conclusion of the sounding of taps. The escort commander executes the hand salute while taps is sounded.

After the last note of taps has been played the escort is brought to order arms. At the same command the firing squad comes to the order from the position of ready. The firing squad then rejoins the escort and the escort moves off.

At the first halt, the rifles of the firing squad are unloaded and inspected.

COLOR GUARD:

The color guard arrives at the church and takes its position prior to the arrival of the hearse.

When the hearse appears, the color guard is brought to attention, and the members of the color guard come to the position of present arms with the escort.

When the casket is carried into the church, the members of the color guard come to the order and the color guard is permitted to stand at ease.

When the casket is brought out from the church at the end of the church service, the color guard comes to the position of attention with the escort. The members of the color guard then come to the position of present arms with the escort and remain in this position until the casket is secured to the hearse.

At the graveside, the color guard takes its position in line behind and facing the head of the grave.

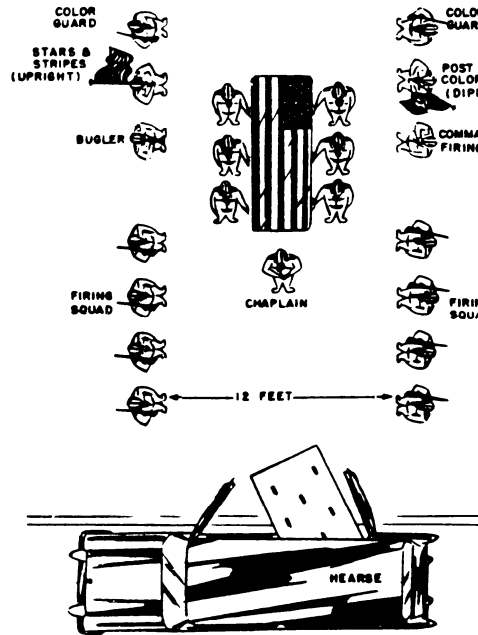
At the moment that the pallbearers lift the casket from the hearse, the members of the color guard come to the position of present arms with the escort. They remain in this position until the casket is placed over the grave.

When the casket is placed over the grave the members of the color guard come to the order with the escort. The color guard then comes to the position of parade rest with the escort, and stands with bowed heads until the chaplain completes the committal service.

When the committal service is completed, the color guard comes to the position of attention with the escort. The members of the color guard then execute present arms with the escort, and hold that position until the escort is brought to the order, when they also come to the order.

The color guard then moves off as the procession leaves the cemetery in quick time.

DIAGRAM A



PALLBEARERS:

Pallbearers will usually assemble at the funeral chapel or parlor. They will follow the funeral detail into the funeral chapel to pay last respects to the deceased.

After paying respects, the pallbearers will step aside to be in position to carry the casket to the hearse.

They will place the casket in the hearse.

At the church when the escort is brought to the position of attention, they lift the casket from the hearse and, following the chaplain, carry the casket feet first into the chapel, passing through the aisle formed by the two facing ranks of honorary pallbearers.

If, after entering the church, a church truck is available, the casket may be placed on the truck and only two pallbearers will be required to guide the casket to the front of the church. Otherwise, all pallbearers carry the casket feet first to the front of the church, and then take their places in the pews behind those occupied by the honorary pallbearers at the left front of the church.

When the church service is over, the pallbearers lift the casket and carry it out of the church feet first. The pallbearers then secure the casket to the hearse.

When the procession reaches the entrance of the burial lot, and when the colors and escort have taken their positions at the gravesite, the pallbearers lift the casket from the hearse and carry it to the grave site.

At the gravesite, the pallbearers rest the casket on the lowering device and remove the interment Flag from the casket, holding it over the grave waist high.

The Flag is held tightly so that it does not sag over the casket during the service.

At the conclusion of Taps, the pallbearers fold the Flag and present it to the Commander. They then fall in behind the escort and march off.

HONORARY PALLBEARERS:

The honorary pallbearers assemble at the church before the hearse arrives. They take positions in front of the entrance to the church in two facing ranks.

Upon arrival of the hearse and when the pallbearers remove the casket from the hearse, honorary pallbearers execute the hand salute, if uniformed.

When the casket is carried between the ranks that they have formed, they come to the order, execute the appropriate facing movement, fall in behind the casket and enter the church.

In the church they take places in the front pews to the left of the church.

When the church service is over, honorary pallbearers assemble at door of church and then take positions outside of the church in two facing ranks, forming an aisle through which the casket is carried by the pallbearers, preceded by the chaplain. As the casket is carried past them, they execute the hand salute, They remain in this position until the casket is loaded on the hearse, when they come to the order.

When the entrance to the burial plot is reached, the honorary pallbearers take positions on either side of the entrance. As the pallbearers lift the casket from the hearse, the honorary pallbearers execute the hand salute, if uniformed.

When the casket has been carried past them, they come to the order and fall in behind the casket, marching to the gravesite.

At the gravesite, they stand in line behind the chaplain at the head of the grave. They execute the hand salute during the firing of volleys, the sounding of Taps and the lowering of the casket into the grave.

After the ceremony is over, they march off in two files behind the Colors.

FAMILY:

The family shall be seated in pews in right front of the church.

When church service is over, the family members follow the casket down the aisle until they reach the vestibule of the church where they wait until the casket is carried and secured to the hearse.

When the procession arrives at the graveside, the members of the family wait until the escort and colors have taken their positions at the grave, and the casket is carried between the double row of honorary pallbearers.

The members of the family take their positions at the side of the grave opposite earth mound side for the funeral service.

OFFICER IN CHARGE OF FUNERAL: (PRESENTATION OF FLAG)

"On behalf of the Government of the United States, through the Polish Legion of American Veterans, USA _____, Post No. _____, I present you with this Flag of the United States, under which your _____ (relationship) has served under so faithfully."

The family then leaves the cemetery.

FUNERAL SERVICE AT CHAPEL OR HOME:

Music (If desired)

Invocation (if desired)

Post Commander's remarks maybe elaborated. (If desired)

POST COMMANDER:

"Another comrade has been called to the High Command; he/she has gone to report to the Commander of all."

Either of the following prayers may be used, or the Chaplain may deliver one of his/her own of the same length and general tenor.

CHAPLAIN:

"Let us pray."

Eternal God, heavenly Father, to whom all must report and give accountability, we bow before you with faith and reverence knowing you are God of the living and dead. Once again you have summoned one of our Comrades to yourself where beauty, goodness and peace dwell forever. Mindful of the service well done, you call him/her to everlasting rest. Above all, may we appreciate the privileges of freedom and peace for which he./she lived and died. Finally, inspire us by his/her example and so live that we may be worthy of his/her sacrifice. Amen.

Music (If desired)

Short eulogy of departed comrade (If desired)

POST COMMANDER:

"This moment is sacred with the almost visible presence of the one who has gone before. We come to honor the memory of one who offered his/her life in the service of his/her Country, who has now enrolled in that great spirit army whose footfalls cause no sound. But in the memory of man, their souls go marching on, sustained by the pride of service, in time of National danger. Because of them our lives are free; because of them, our Nation lives; because of them the world is blessed. May the ceremonies of today deepen our reverence for our dead."

"Let us not enshroud their memory with thoughts of sorrow. Tears or words of sympathy cannot bring back the comfort of those loving hands or the music of voices stilled. Only the solemn pride in his/her service, is theirs, who live to remember."

"Comrades and friends, let us here pledge ourselves anew to united service, to consecrate and sanctify our comradeship by a devotion to mutual helpfulness in the protection of those left behind. All who are present, will you not join with us, for the accomplishment of this ideal depends upon the support of every Service member, of their friends and of the community in which they reside."

"To you who are left behind, we realize how futile are mere words to express our deep and abiding sympathy in your loss. May you feel that he/she is at rest, and in endless peace. Generation after generation, all the shadowy peoples of the past have lived as we live, perplexed and mystified by death; have gone into the Great Beyond with hearts filled with wistful longing, as all must go."

"Is there anything beyond the darkness into which generation follows generation and race follows race?"

"Surely there is an after life for all, who have been loyal and true, a life to which light and peace shall come, where the burden shall be lifted and the heartache shall cease, where the love, the hope and the fulfillment that escapes us here shall be given to us, to be ours forever."

When there is a service at the home, the Post Commander may at this point place a poppy within or upon the coffin and say the words: "Farewell, my Comrade. " Where the PLAV,USA service is at the grave only, after the flag is removed from the coffin, the Post Commander may place a poppy upon the coffin and say the words: "Farewell, my Comrade."

Benediction by the Chaplain. (If desired)

For the guidance of those concerned the following is submitted:

POST SERVICE IN CHURCH OR HOME:

The entire escort should be inside. Those with side arms should not uncover. Pallbearers should sit as a separate group.

POST SERVICES FOLLOWING THOSE AT THE CHURCH OR HOME:

Uniformed pallbearers shall remain covered whenever carrying the casket. When casket comes into view the Firing Squad Commander gives the command:

- 1) "Squad"
- 2) "Attention"

followed by:

- 1) "Present"
- 2) "Arms"

The Firing Squad Commander salutes.

As the Chaplain leads body through escort, the escort Commander holds the right hand salute.

Post Banner is dipped as casket passes.

The Firing Squad remains at "Present Arms" until casket is in hearse and doors closed; then the Commander gives:

- 1) "Order"
- 2) "Arms"

The units shall be arranged at the building exit before the body comes out of the home or church in the order prescribed in DIAGRAM "A."

PROCEDURE AT CEMETERY:

The column having arrived opposite the grave, the firing squad and P.L.A.V. members are formed in line facing the grave. The Chaplain stands at the head of the grave. SEE DIAGRAM "B."

The coffin is then carried along the front of the line to the grave.

The firing. squad presents arms.

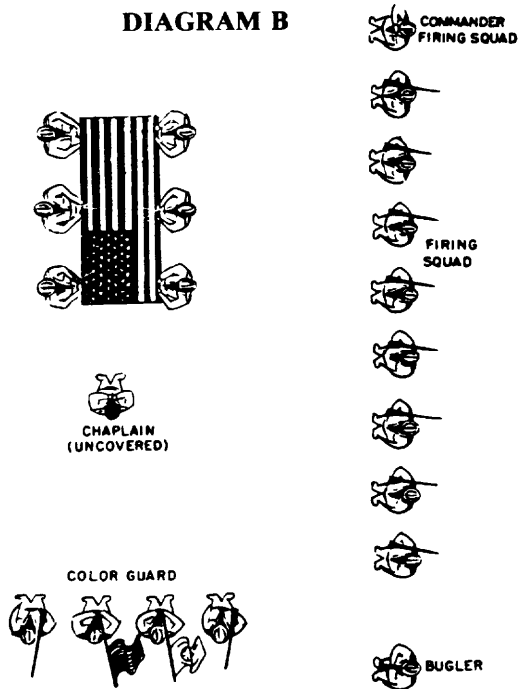
The coffin having been placed over the grave, arms are brought to the order.

The Commander next commands:

- 1) "Parade"
- 2) "Rest"

The Firing Squad Commander brings the detachment to parade rest. On executing parade rest, they all bow the head.

DIAGRAM B



AT THE GRAVESIDE:

CHAPLAIN:

God has called to Himself the soul of our departed Comrade. We, therefore, commit his/her soul to the earth from which it was made. "Remember, you are dust and into dust you shall return." Together, let us pray "The Lords Prayer." Our Father...

CHAPLAIN:

BENEDICTION:

O Lord, we commend to you the soul of your servant, (name) that having departed from this world he/she may live with you forever and rest in peace. Amen.

LIST OF OPTIONAL PRAYERS AND READINGS TO BE USED AT FUNERAL SERVICES

I

Almighty Father,
Eternal God
hear our prayers for your son/daughter **(name)**
whom you have called from this life to yourself.
Grant him (her) light, happiness and peace.
Let him (her) pass in safety through the gates of death,
and live forever with all your saints
in the light you promised to Abraham
and to all his descendants in faith.
Guard him (her) from all harm
and on that great day (of resurrection and reward)
raise him (her) up with all your saints
Pardon his (her) sins
And give him (her) eternal life in your kingdom. Amen.

II

Father,
We entrust our brother (sister) to your mercy.
You loved him (her) greatly in this life:
now that he (she) is freed from all its cares,
give him (her) happiness and peace forever.
The old order has passed away:
welcome him (her) now into paradise
where there will be no more sorrow,
no more weeping or pain,
but only peace and joy forever.
Amen.

III

Old Testament Readings:
The second book of Maccabees
Chap. 12: Verses 43-46

IV

New Testament Reading
The first letter of John
Chap. 3 Verses 1-2

Psalm 23 "The Lord is my Shepherd"

HOW TO DISPLAY THE FLAG

Respect your Flag and render it the courtesies to which it is entitled by observing the following rules:

The National Flag shall be raised and lowered by hand. It shall be displayed only from sunrise to sunset, or between such hours as may be designated by proper authority. Do not raise the Flag while it is furled. Unfurl, then hoist quickly to the top of the staff. Lower it slowly and with dignity.

1) When displayed over the middle of the street, the Flag shall be suspended vertically with the union to the north in an east and west street, or the east in a north and south street.

2) When displayed with another Flag from crossed staffs, the Flag of the United States of America shall be on the right (the Flag's own right and its staff shall be in front of the other Flag).

3) When it is to be flown at half-mast, the Flag shall be hoisted to the peak for an instant and then lowered to the half-mast position, but before lowering the flag for the day it should again be raised to the peak. By half-mast is meant hauling down the flag to one-half the distance between the top and the bottom of the staff. On Memorial Day display at half-mast until noon only; then hoist to top of staff.

4) When the Flags of states and cities or pennants of societies are flown on the same halyard with the Flag of the United States of America, the latter shall always be at the peak. When flown from adjacent staffs, the Stars and Stripes shall be hoisted first and lowered last.

5) When the Flag is suspended over a sidewalk from a rope, extending from house to pole at the edge of the sidewalk, the Flag shall be hoisted out from the building, toward the pole, union first.

6) When the Flag is displayed from a staff projecting horizontally or at any angle from the window sill, balcony, or front of a building, the union of the Flag should clear to peak of the staff (unless the Flag is to be displayed at half-mast.)

7) When the Flag is used to cover a casket, it shall be so placed that the union is at the head and over the left shoulder. The Flag shall not be lowered into the grave or allowed to touch the ground.

8) When the Flag is displayed in a manner other than by being flown from a staff, it shall be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the Flag's own right, that is, to the observer's left. When displayed in a window it should be displayed in the same way, that is, with the union or blue field to the left of the observed in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the Flag.

9) When carried in a procession with another Flag or Flags, the Stars and Stripes shall be either on the marching right, or when there is a line of other Flags, our National Flag may be in front of the center of that line.

10) When a number of Flags of states or cities or pennants of societies are grouped and displayed from staffs with our National Flag, the latter shall be at the center or at the highest point of the group.

11) When the Flags of two or more nations are displayed they shall be flown from separate staffs of the same height and the Flags should be approximately equal size. International usage forbids the display of the Flag of one nation above that of another nation in time of peace.

When the Flag is used in unveiling a statue or monument, it shall not be used as a covering of the object to be unveiled. If it is displayed on such occasions, do not allow the Flag to fall to the ground, but let it be carried aloft to form a feature of the ceremony.

When the National Flag is worn out, dispose of it with due reverence. According to an approved custom, the Union is first cut from the flag; and then the two pieces which no longer form a Flag, are cremated.

All PLAV,USA members are encouraged to fly the National Flag every day of the year, giving appropriate consideration to weather conditions. Proper lighting must be used when the National Flag is flown at night.

SALUTE TO THE FLAG

During the ceremony of hoisting or lowering the Flag, or when the Flag is passing in a parade or in review, those present in uniform should render the right hand salute. Veterans and members of the U. S. Armed Forces are given the authority, whether or not, they are in uniform or wearing identifying veterans apparel such as a PLAV,USA cap to render a right hand salute. Men that are non-veterans should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart and women should salute by placing the right hand over the heart.

SALUTE THE NATIONAL ANTHEM

At the 36th Biennial National Convention (2002) the following conduct during the playing of the National Anthem was unanimously approved by the delegates present.

During rendition of the National Anthem when the Flag is displayed, veterans and members of the U. S. Armed Forces are given the authority, whether or not, they are in uniform or wearing identifying veterans apparel such as a PLAV,USA Cap to remain silent, stand at attention and render the military salute and retain that position until the last note. When the Flag is not displayed, those persons should face the music and act in the same manner they would if the Flag were displayed there. Men that are non-veterans should remove their headdress with the right hand and hold it at their left shoulder, the right hand being over the heart and women should salute by placing the right hand over the heart.

The “Star - Spangled Banner” the National Anthem of the United States of America, was made such by Act of Congress, March 3, 1931.

PLEDGE OF ALLEGIANCE TO THE FLAG: MANNER OF DELIVERY

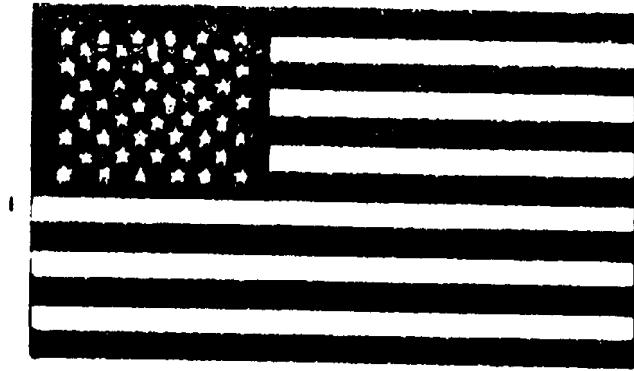
"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

It should be rendered by standing at attention facing the Flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it at the right shoulder, the hand being over the heart and women should salute by placing the right hand over the heart. Veterans and members of the U. S. Armed Forces are given the authority, whether or not, they are in uniform or wearing identifying veterans apparel such as a PLAV,USA Cap to remain silent, face the Flag and render the hand salute.

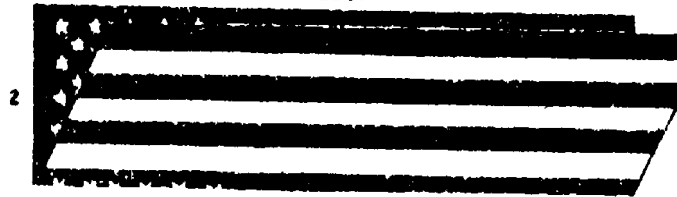
CORRECT METHOD OF FOLDING UNITED STATES FLAG

- 1) During the military funeral ceremony the Flag is folded immediately after the sounding of Taps.
- 2) The Pallbearers, who are holding the Flag waist high over the grave, fold the lower striped section of the flag over the blue field.
- 3) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
- 4) The outer point is then turned inward parallel with the open edge to form a second triangle.
- 5) The triangular folding is continued until the entire length of the Flag is folded in this manner.
- 6) When the Flag is completely folded, only the blue field should be visible and it should be folded in the triangular shape of a cocked hat.

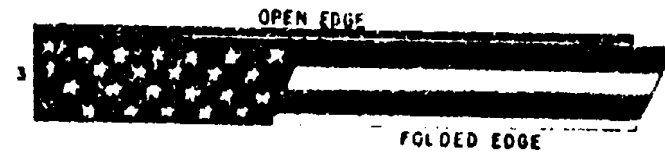
DIAGRAM C



OPEN EDGE



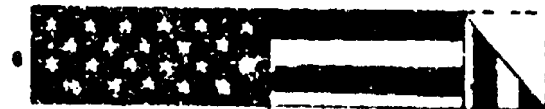
FOLDED EDGE



FOLDED EDGE



FOLDED EDGE



CEREMONY FOR DISPOSAL OF UNSERVICEABLE FLAGS

The Post assembles at night at an outdoor meeting. Members are aligned in two parallel rows about twenty feet apart, facing each other. Officers at their stations. A small fire is burning opposite the Commander and beyond the rows of members.

SERGEANT-AT-ARMS:

Commander, we wish to present a number of unserviceable Flags of our Country for inspection and disposal. "

COMMANDER:

"Sergeant-at-Arms, advance with your detail and present the Flags for inspection and disposal."

Sergeant-at-Arms calls the detail to attention. They form at the post of the Sergeant-at-Arms, take the Flags which are to be inspected, march abreast down center until opposite the Second Vice Commander, turn right and halt two paces in front of the Second Vice-Commander. The Sergeant-at-Arms steps one pace forward and salutes.

SERGEANT-AT-ARMS:

"Second Vice-Commander, we present these unserviceable Flags for your inspection."

SECOND VICE-COMMANDER:

"Is the present condition of these Flags the result of their usual service as the Emblem of Our Country?"

SERGEANT-AT-ARMS:

"These Flags have become faded and worn over the graves of our departed comrades and the soldiers and sailors dead of all our Nation's wars."

SECOND VICE-COMMANDER:

"Present these Flags to the First Vice-Commander for his/her inspection."

The Sergeant-at-Arms salutes, about faces, commands the detail "About Face," crosses behind the detail and takes his post at its left, commands "Forward March." The detail marches to within two paces of the First Vice-Commander, halts and proceeds as before.

SERGEANT-AT-ARMS:

"First Vice-Commander, we present these Flags which have been inspected by the Second Vice Commander, for your further inspection."

FIRST VICE-COMMANDER:

"Have any of these Flags served any other purpose?"

SERGEANT-AT-ARMS:

"Some of these Flags have been displayed in various public places."

FIRST VICE-COMMANDER:

"Present them to the Commander for final inspection and fitting disposal."

The Sergeant-at-Arms salutes, about faces, commands the detail "About Face," crosses behind the detail and takes position on its left, commands "Forward March." The detail marches to center, turns left, halts within two paces of the Commander, Sergeant-at-Arms steps one pace forward and salutes.

SERGEANT-AT-ARMS:

"Commander, we have the honor to present for final inspection and proper disposal these Flags of our Country."

COMMANDER:

"Have these Flags been inspected by the First and Second Vice-Commander?"

SERGEANT-AT-ARMS:

"They have." **COMMANDER:**

COMMANDER

"Second Vice-Commander, what does your inspection show, and what do you recommend?"

SECOND VICE-COMMANDER:

"Commander, since these Flags have become unserviceable in a worthy cause, I recommend that they be honorably retired from further service."

COMMANDER:

"First Vice-Commander, what does your inspection show, and what do you recommend?"

FIRST VICE-COMMANDER

"Commander, since these Flags have become faded and worn in a tribute of service and love, I also recommend that they be fittingly destroyed."

COMMANDER:

"We have presented here these Flags of our Country, which have been inspected and condemned as unserviceable. They have reached their present state in a proper service of tribute, memory and love."

"A Flag may be a flimsy bit of printed gauze, or a beautiful banner of finest silk. Its intrinsic value may be trifling or great, but its real value is beyond price, for it is a precious symbol of all that we and our comrades have worked for and lived for, and died for a free Nation of free men, true to the faith of the past, devoted to the ideals and practice of Justice, Freedom and Democracy." "Let these Flags of our Country be retired and destroyed with respectful and honorable rites and their places be taken by bright new Flags of the same sizes and kind, and let no grave of our armed forces dead be unhonored and unmarked. Sergeant-at-Arms, assemble the detail bearing the Flags and destroy these Flags by burning. The members shall stand at attention."

Color guard forms. The detail about faces. Preceded by the Color Guard, the detail marches down center to the fire. National Colors cross over and take position on the right of the fire, facing the Commander. Post Standard takes position on the left of fire. The detail lines up behind the fire, which is burning low.

COMMANDER:

"The Chaplain will offer prayer."

CHAPLAIN:

"Almighty God, Captain of all hosts and Commander over all, bless and consecrate this present hour. We thank Thee for our Country and its Flag, and for the liberty for which it stands. To clean and purging flame we commit these Flags, worn out in worthy service. As they yield their substance to the fire, may Thy Holy Light spread over us and bring to our hearts renewed devotion to God and Country. Amen."

COMMANDER:

"Hand Salute."

Color Guards present arms. Post Standard is dipped, All Officers and members, except those on the Flag detail, salute. members of the Flag detail dip the condemned Flags in kerosene and place them on a rack over the fire. Bugler sounds, TO THE COLORS.

COMMANDER:

(At the conclusion of TO THE COLORS) "Two."

The Color Guard shall resume its station and detail is dismissed.

Color Guard advances down center and places Colors. Members of the detail resume their places among the members.

This Manual of Rituals adopted at the 15th National Convention of the POLISH LEGION of AMERICAN VETERANS, U.S.A. in September, 1960 in Chicago, Illinois. Revised at the 29th National Convention in August, 1988 in Arlington, Virginia, and Revised at the National Executive Committee Meeting in October 2001 in Wakefield, Massachusetts. Revised at the 38th National Convention in August 2002 in Farmington, Connecticut and Revised at the National Executive Committee in April 2009 in Romulus, Michigan.

