



**Richard H. Stewart, Jr.
AMERICAN LEGION POST 543
St. James, NC**

**TO: THE MEMBERS OF RICHARD H. STEWART, JR. POST 543
FROM: THE POST COMMANDER AND THE POST EXECUTIVE BOARD**

Protocols for Official Post Funeral Participation

The following protocols are established pertaining to official participation in funerals by members of Richard H. Stewart, Jr. American Legion Post 543. These protocols may be changed from time-to-time as circumstances may dictate and as approved by a vote of the membership.

1. Upon request the post will provide an unarmed honor guard for the funeral of any deceased person in the categories below and under the associated circumstances.
 - Any deceased member of Richard H. Stewart, Jr. American Legion Post 543 at any location that is within reasonable travel distance as determined by the Post Commander.
 - Any deceased American Legion member residing in the Post 543 service area at the time of death, subject to availability of post members to serve on the honor guard and within reasonable travel distance as determined by the Post Commander.
 - Any deceased veteran of service in the United States Armed Forces whose funeral is in, or in close proximity to, the Post 543 service area (i.e. Brunswick County, NC), subject to availability of post members to serve on the honor guard.
2. The honor guard shall be unarmed and attired as directed by the Post Commander and be capable of rendering appropriate honors, and folding and presenting the United States flag to the appropriate next of kin/survivor. Specified Honor Guard attire shall be provided to standing members of the Honor Guard by the post.
3. The Post Commander or his delegated representative will contact the funeral director and obtain the critical elements of information for the Honor Guard to perform its duties. These elements of information are published separately.
4. Upon notification of the Post Commander, the Honor Guard Commander will notify the Honor Guard members and have the Honor Guard assemble in the appropriate attire at a location as he may designate.
5. Richard H. Stewart, Jr. American Legion Post 543 members shall not participate in any other funerals, other than those listed above, in an official status. However, individual post members are encouraged to attend funerals as American Legion members when appropriate for spouses and other immediate family members of American Legion members or veterans of service in the United States Armed Services.