

## Service Details

### CONDUCT AND APPEARANCE:

Mackinac Island is one of the most visited spots in America. This places definite responsibilities upon each Scout and Leader as to appearance, conduct, and performance of duty. Scouting is in the show case on the island. Scouting will be, and has been, judged by the excellent or unfavorable impression each individual imparts to those with whom he/she comes in contact. There will never be a better opportunity to exemplify the operation of the Scout Oath and Law. Please keep appearance to appropriate standards (hair neatly kept and no outrageous styles, uniforms in good condition, etc.). Please see specific sections concerning appropriate attire, rules and conduct throughout this manual for details.

### FORT OFFICE MAIL:

The Coordinator does or assigns the task of picking up fort office mail each day. On the Coordinator's day off and days in which the Coordinator is unable to do the mail, the SPL or other designated Scout is required to take his or her place. The Coordinator will show Scouts the procedure before the day(s) asked to do this. The mail must be picked up and delivered to the Post Office by 11:30 a.m. (anytime after that and the mail will be late and not go out for the day).

### FORT TRASH DETAIL:

Trash in the fort will be collected by the Scouts on Sunday, Tuesday, and Thursday evenings. The Scouts will gather the trash from all of the trash containers in the fort. It will then be taken to the trash barn behind the field office. Be sure to take the key with you (on coordinator's door)!

### GUIDE DUTY:

This is the main reason for attendance. It should be your number one concern. Guide duty hours are from 9:45 a.m. to 5:00 p.m. Sunday through Friday except for the downtown historic buildings (Biddle House, American Fur Company Store/Dr. Beaumont Museum, Mackinac Art Museum, and McGulpin House) which will run from 11:00 a.m. to 6:00 p.m. It is desirable to form a "shift" system of two or three groups, plus one or two additional Scouts to give the guides a short relief period. Guide shifts should be limited to three per day. Every post is to be occupied from 9:45 a.m. to 5:00 p.m. unless otherwise directed.

The greatest need for Scouts on guide duty is at mid-day when the volume of visitors is largest. Therefore the full guide shift should be on duty during the lunch hour. Some groups have a guide detail eat an early lunch to relieve those on duty. The Unit Leader should make arrangements to insure no break in guide service.

The Scouts are not only "the Governor's Honor Guard," but also have the official title of "Fort Mackinac Guides." This is a job to be taken seriously. Guidebooks describing the attractions and history of the fort and island have been provided for each Scout, and each guide should be well versed with its contents before arrival.

Scouts serving as guides will have the unique opportunity to meet visitors from throughout the United States and the world. Guide duty is the best opportunity to do a good turn for scouting through the practice of the Scout laws of courtesy, helpfulness, and others. Guides should make every effort to meet visitors and be of assistance. Guides should make the most of this opportunity to be ambassadors of scouting to the world. Service to the visitors is our first priority.

### GUIDE DUTY INSTRUCTIONS:

The full complement of Scouts as specified in the Guide Duty Appendix, well qualified as to personality and appearance, should be available for each shift.

The posts and times of Guide Duty will be indicated by the Coordinator or the Guide Duty Appendix to this manual. It is important that Scouts be on time. The guide should be in complete uniform in inspection condition, and have in his or her possession a map of the fort and island. Before a guide detail leaves the barracks, they should be inspected.

Guides should know the location of and routes to:

- Drinking Fountains and Rest Rooms
- Medical Center and Post Office
- Mackinac State Historic Parks' Visitor's Center
- Fort Mackinac Tea Room
- Biddle House and Benjamin Blacksmith Shop
- Mackinac Island State Park Commission Office
- McGulpin House
- American Fur Company Store/Dr. Beaumont Museum
- Mackinac Art Museum
- Mission Church
- Governor's Summer Residence
- Arch Rock and Sugar Loaf
- Stuart House City Museum
- The Cemeteries
- Boat Docks
- Grand Hotel

Tips should be declined with thanks. Guides are to be taken to their posts by a qualified leader. **There should be a leader on duty in the fort during the day.** Each Scout should also have a watch, and know all the locations and times of the cannon and rifle/musket firings and guided tours.

Scouts are encouraged to visit the fort during their free time. Scouts must be in uniform to enter the fort. However, Scouts serving as guides **should not** fraternize with other Scouts or Fort Staff. Scouts on guide duty are doing a job, and should not be disturbed by other Scouts or Fort Staff. Please tell the leaders and/or Scout Coordinator if this is an issue.

### SERVICE PROJECTS:

Service projects offer an excellent chance for Scouts to fulfill requirements for Progress Awards. Upon approval from the Coordinator, the unit is encouraged to undertake projects of its choice, although many of priority in service to the island and the State of Michigan. Many service projects consist of trash pick-up, planting, painting, staining, and trimming work. Scouts should be encouraged to come prepared with appropriate clothing. Service projects provide Scouts the opportunity to provide a service which will last for months or years to come. Previous projects have included: painting and staining of the barracks and State Park fence line, maintenance of the Post Cemetery, trail clearing, assisting in building island nature trails, construction of benches along island trails, and constructing baseball backstops. Since much of this work requires staining and painting, Scouts should bring suitable clothing, shoes and perhaps work gloves.

## Daily Schedule

This schedule will vary depending on the fort schedule - please note time differences for pre-, post- and full season schedules. Check with Scout Coordinator to determine exact times or if there are questions about the times. The recorded bugle music is programmed in and will play at times specified on the schedules on this and the following page (bolded).

### Full Season Schedule (June 6, 2015 – September 6, 2015 – for flag raising)

7:30 a.m.	Reveille
8:30 a.m.	Breakfast
9:10 a.m.	Assembly, inspection of uniforms, departure of color details to flag locations
<b>9:30 a.m.</b>	<b>Colors (Flag raising)</b>
9:30 a.m.	First guide detail assembles
9:45 a.m.	First guide detail and downtown guide detail picking up litter in Marquette Park report to duty locations
10:55 a.m.	Downtown detail reports to their posts
11:15 a.m.	First lunch (second guide detail eats)
11:55 a.m.	Second guide detail assembles
12:10 p.m.	Second guide detail relieves first guide detail
12:30 p.m.	Second lunch (first guide detail and rest of troop)
2:20 p.m.	Third guide detail assembles
2:35 p.m.	Third guide detail relieves second guide detail
5:00 p.m.	Third guide detail relieved of duty at Fort Mackinac
5:40 p.m.	Assembly, inspection of uniforms, departure of color details to flag locations
6:00 p.m.	Third guide detail returns from downtown buildings
<b>6:30 p.m.</b>	<b>Retreat of Colors (Flag lowering)</b>
7:00 p.m.	Dinner
9:15 p.m.	Call to quarters, evening snack, announcements
10:00 p.m.	Taps (lights out and silence)

### Off Season Schedule (before June 6, 2015 after September 6, 2015)

7:30 a.m. Reveille  
8:00 a.m. Breakfast

#### May/June

8:45 a.m. Assembly, inspection of uniforms, departure of color details to flag locations  
**9:00 a.m. Colors (Flag raising)**

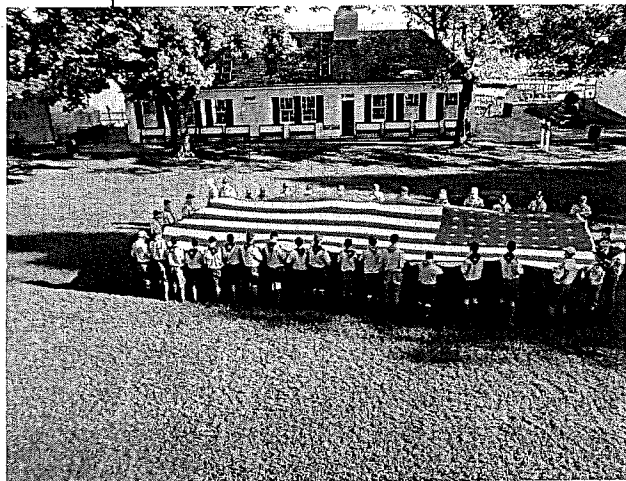
#### September

9:10 a.m. Assembly, inspection of uniforms, departure of color details to flag locations  
**9:30 a.m. Colors (Flag raising)**  
9:40 a.m. First guide detail assembles  
9:45 a.m. First guide detail and downtown guide detail picking up litter in Marquette Park report to duty locations  
11:15 a.m. First lunch (second guide detail eats)  
11:50 a.m. Second guide detail assembles  
12:05 p.m. Second guide detail relieves first guide detail  
12:20 p.m. Second lunch (first guide detail and rest of troop)  
2:00 p.m. Third guide detail assembles  
2:15 p.m. Third guide detail relieves second guide detail  
4:30 p.m. Third guide detail relieved of duty at Fort Mackinac  
4:45 p.m. Assembly, inspection of uniforms, departure of color details to flag locations  
**5:00 p.m. Retreat of Colors (Flag lowering)**  
5:30 p.m. Dinner  
9:00 p.m. Call to quarters, evening snack, announcements  
10:00 p.m. Taps (lights out and silence)

### TIME AND UNIFORM REQUIREMENTS:

These times are fixed to meet the guide, flag or good-turn service duty assignments by the Commission.  
Be on time—others depend on you.

When reporting for guide duty and flag duty, make certain you are in full dress uniform, complete with Mackinac insignia and in inspection condition.



## Flag Ceremonies and Information

Flag ceremonies are the most colorful part of the Scouts' duties on Mackinac Island. Scouts should present an excellent example of correct formal flag procedures to island visitors throughout the week. Scouts always march to and from flag stations! Flag locations throughout the island become centers of attention for visitors at 9:30 a.m. (9:00 a.m. May/early June) and 6:30 p.m. (5:00 p.m. before June 11 and after August 20). At least one Scout bugler is an essential element for flag ceremonies. A coronet or trumpet may be used in substitution for a bugle. If it has none, it is recommended that a bugler be borrowed from another unit. Each unit should bring its own flag to be flown from the Scout barracks flag pole. The United States flag will be available at the barracks. Scouts service 22 flag stations each morning when the fort opens and each evening when the fort closes. Remember that flag times will vary with the changing fort schedule. Check with Scout Coordinator to determine exact times.

### **9:30 a.m. (9:00 a.m. May/early June) – REVEILLE AND FLAG RAISING:**

Automatic tape recorded bugles will play Reveille once at 9:30 a.m. All Scouts should come to attention and raise flags briskly at the first note of Reveille **OR** at the sound of the cannon immediately following.

Either way, the troop must all raise the flags in a uniform and consistent manner. When Reveille is completed, the Scout bugler will play either "To the Colors" or the National Anthem. Scouts will hold the salute from the playing of Reveille or the completion of the "To the Colors" or the National Anthem. All flags should reach the top of the flag pole simultaneously.

### **6:30 p.m. (5:00 p.m. before Jun 6/after Sept 6) – RETREAT AND FLAG LOWERING:**

Automatic tape recorded bugles will play Retreat twice at 6:30 p.m. All Scouts should remain at parade rest throughout Retreat. Following Retreat, the Scout cannoneer will fire a single gun salute. After the gun salute the Scout bugler will play "To the Colors" or the National Anthem. At that time all flags will descend respectfully. All flags should reach the bottom of the pole as the bugler finishes.

### CANNONEER:

Each Scout troop will provide a Scout to handle and fire the signal cannon and instruction and a signed procedure is mandatory for each troop (by Coordinator). The Scout should be available at each Retreat ceremony. The same Scout will fire the cannon each evening. The Scout leader in charge should insure that the cannon receives the respect due a lethal weapon. See "Cannon Procedures" for more information. Troops may donate 10 gauge blank shotgun shells and ear plugs (none provided by MSHP).

### HALF-STAFF PROCEDURE:

The Post Cemetery flag is always flown at half-staff in accordance with Mackinac Island State Park Commission tradition. To raise a flag to half-staff, first raise the flag to the top of the pole. Pause for a three second salute, then respectfully lower the flag 1/3 the length of the pole (the flag should be equal distance from the top and bottom of the pole), except at the Fort Main staff, where it will be lowered to 1/4 of the length of the pole, due to the cedar trees that restrict sight and will catch flags. To lower a half-staff flag the procedure is reversed. The MSHP Office and Coordinator will inform the troop when flags are to be flown at half-staff. Fort Main, Governor's, Scout Barracks, downtown buildings, Mackinac Art Museum and the two flags at the bottom of the ramp (behind the sign) are the only flags lowered on those days. Ramp and Avenue of Flags remain at full-staff when they are flown.

### DOWNTOWN FLAGS:

Flags at Biddle House, Dr. Beaumont Museum and Mackinac Art Museum will be lowered at 6:30 p.m. along with the other flags. This will alleviate scheduling conflicts.

## Flag Stations

### DETAIL

### SCOUTS NEEDED

#### DOWNTOWN DETAIL

##### BIDDLE HOUSE

American Flag 2

##### DR. BEAUMONT MUSEUM

American Flag 2

##### MACKINAC ART MUSEUM

American Flag 2

##### GOVERNOR'S RESIDENCE

American Flag

State of Michigan Flag 2 to 4

##### VISITOR'S CENTER

American, French, British Flag 3 to 6

(East to West)

Total Number of Scouts needed for the downtown detail- 11 to 16.

#### FORT MACKINAC AND AVENUE OF FLAGS DETAIL

##### FORT MAIN

See "Fort Main Explanation" 2 to 6

##### AVENUE OF FLAGS (in order from road to the fort)

Rt. State of Michigan 1 or 2

Lt. American Flag 1 or 2

Rt. 1812 Flag 1 or 2

Lt. 1812 Flag 1 or 2

Rt. British Red Ensign 1 or 2

Lt. Star-Spangled Banner (15 star – 15 stripe) 1 or 2

Rt. 1812 Flag 1 or 2

Lt. 1812 Flag 1 or 2

Total number of Scouts needed for this detail – 10 to 22.

#### SOUTH SALLY RAMP DETAIL

##### SOUTH SALLY RAMP (in order from top to bottom)

1812 Flag 2

British Red Ensign 2

Star-Spangled Banner (15 star – 15 stripe) 2

British Red Ensign 2

Star-Spangled Banner (15 star – 15 stripe) 2

1812 Flag 2

State of Michigan (behind sign) 2

American Flag (behind sign) 2

Total number of Scouts needed for this detail is 16.

### POST CEMETERY DETAIL

POST CEMETERY (follow road to Skull Cave, 1/8 mile to Cemetery)

American Flag (flown at half-staff) 2

\*\*\*NOTE- Starting in 2016 this group will also raise/lower the flag at Fort Holmes\*\*\*

### SCOUT BARRACKS DETAIL

SCOUT BARRACKS

American Flag 1 to 2

Troop Flag 1 to 2

Total number of Scouts needed for flag ceremony-43 to 56.

### FORT MAIN EXPLANATION:

There are three types of flags to be flown on the Fort Main flagpole. Descriptions and conditions for flying are:

Garrison: A 20' x 36', 38 star American flag to be flown only in excellent weather on days with winds up to moderate in strength. This flag is always to be protected from rain and winds which could cause fraying and ripping. When raising or lowering this flag, a detail of six Scouts is recommended. Take special care to keep it out of nearby trees when raising or lowering because the flag will rip. Always tie the flag rope up tight. To fold the garrison flag, a detail of at least 16 Scouts will be necessary. Fold on parade grounds.

Fort Main: A 10' x 15', 38 star American flag to be flown on normal weather days – low winds, but no rain. A detail of 4-6 Scouts is recommended when raising or lowering this flag. Fold on parade grounds.

Fort Storm Flag: A 4' x 8', 38 star American flag to be flown on extremely rainy days or when threatening weather is predicted. A detail of two Scouts is recommended.

While the Fort Main flag or Fort Storm Flag is flying, wrap ropes around the pole before tying to keep ropes from hitting the pole. After lowering the flag, wrap the ropes around the pole to keep the clips from hitting the flag pole throughout the night.

All flags need to be flown when the fort is open (some evening events may warrant certain flags to stay up during the evening hours). **This includes storm conditions.** If there is any question to which Fort Main flag to fly, consult the Coordinator. If the weather changes in the course of the day, the Fort Main flag should be changed to suit the weather. It is better to lower the Fort Garrison flag on a false alarm than to risk damage. Remember that flag times will vary with the changing fort schedule. Check with Scout Coordinator to determine exact times.

### Note on Flag Duty:

Flags must be raised and lowered by the Scouts. **Adults should not be assigned to flag duty except under special circumstances, and approved by the Scout Coordinator.**

A troop may raise and lower the Scout Barracks flags in a separate ceremony with the entire troop present. This may be done before or after the 9:30/9:00 a.m. flag raising, and before or after the 5:00/6:30 p.m. flag lowering (times change before June 6 and after Sept 6, 2015).

Only the American flags and the Star-Spangled Banners (15 star – 15 stripe) are to be folded in the triangular shape. All others are folded rectangularly.

The Post Cemetery detail and the downtown detail should leave no later than 15 minutes before the hour to insure adequate time clearing the flagpole ropes. The South Sally ramp detail should leave 10 minutes early. Fort Main and the Avenue of Flags detail should leave at least 5 minutes before the posted flag time.

During a lightning storm, the flags will not be raised or lowered, nor will the Fort Main flag be changed. When the lightning ceases, the flags will be raised or lowered, as necessary.

Flags will be carried under the right arm. Flags will be carried on the marching right.

Always tie flag ropes up tight. When flags are retired in the evening, the flag clips are to be returned to the top of the pole. Loose flag ropes will allow the flag clips to bounce against the pole and chip the paint.

If there is any question as to weather conditions or which flags to fly, consult the Coordinator.

All flags are stored at the Scout Barracks. This box must be locked each night. The Coordinator has the key for the lock.

Report any damaged flags, ropes, or poles to the Scout Coordinator.

