

Michigan Heritage & Research Foundation



P.O. Box 789, Kalkaska, MI 49646
michigansfallenheroes@gmail.com
www.michigansfallenheroes.org
231.369.3333

What Could You Do... In Three Hours?

Welcome Home a Vietnam Veteran?

This year is the 50th Anniversary of the Vietnam War.

The Moving Wall

is returning to Kalkaska from May 17-21, 2018 to help Commemorate the Service and Sacrifice of these Veterans with a Welcome Home Ceremony. There are countless opportunities to help make this a wonderful experience for everyone involved.

If your business, organization, church or civic group would like to participate in volunteering a team in support of this effort

**Please Call our Volunteer Coordinator Marv Walter
(U.S. Army 1972-1975) at 231-392-2530
for heartwarming opportunities to serve.**



The meaning of the pink carnation: "We will never forget you"



Vietnam Veterans Memorial “The Moving Wall” May 17-21, 2018 Volunteer Handbook

Vietnam Combat Veterans, Ltd.
Attn: The Moving Wall
P.O. Box 713
White Pine, Michigan 49971

(906) 885-5599
www.TheMovingWall.org

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VOLUNTEER RESPONSIBILITY / CARE OF THE WALL:

- Your first responsibility is to maintain a dignified and respectful atmosphere by staying in control of who and what is going on at The Wall. This includes those who want to publicize themselves, sell items, or promote their own causes and projects. Campaigning or campaign buttons are not appropriate for this event.
- Please respect and enforce no pets, smoking, drinks, food, cell phones or inappropriate language/behavior at The Wall. You need to help uphold a high standard of appearance; please keep the display and all areas surrounding The Wall clean and clear of litter (this includes keeping any walking path with wood chips raked and tidy).
- No one is allowed to wipe The Wall until instructions are given and permission is granted by the Driver/Caretaker. Only the cleaning supplies brought with The Moving Wall should be used. If it rains, please allow The Wall to air dry. Do not attempt to dry The Wall with rags or towels. In case of severe weather, volunteers will assist the driver with placing the panels back into the trailer (only at the Driver's discretion).
- While you are on duty, please wear the **red shirt** embroidered specifically for this event, or another appropriate red shirt. No other shirt will be accepted.
- Please make yourself available to any visitors needing assistance, whether you help them locate a name on The Wall, offer them Kleenex, or just listen to them. Only volunteers are allowed to look up names in the *Directory of Names*.
- The **Directory of Names** is arranged in alphabetical order. Each name and the information associated with that name take up one line.
- **Children** must be supervised and informed of the proper behavior expected at The Wall. School children are not permitted to make name rubbings, unless they have a relatives name on The Wall.
- All **artifacts** left at The Wall can be put into plastic bags to help keep them dry. These items can be pinned to the cloth but never taped to The Wall. Candles should be placed in a container before being lit. All artifacts will be collected prior to disassembly of The Wall and preserved by Vietnam Combat Veterans, Ltd., which will eventually become part of a museum.
- One team member must have a **cell phone** available in case of emergency. Wheelchairs and a cot are in the volunteer tent.
- After each evening's ceremony, the exposed **audio equipment** on the stage must be covered with a tarp/plastic bag to protect it from inclement weather. The music is allowed to play until 10:00 p.m.

Five Important Things to be Aware of When Looking up Names:

- If unsure how a name is spelled, always ask the person. Names rarely follow common rules of spelling. Keep in mind there are many variations in the spelling of names. If the person doesn't recall the exact spelling, ask other people around the table for assistance. Pronounce the name out loud and ask for suggestions in spelling the name.
- Be certain that you are looking on the correct line for the panel and line number. After a short time looking up names, it is easy for your eyes to move up or down a line when following the line over from the name to the panel number. Use a ruler or edge of plain paper to help you keep on the correct line.
- If there are several names that have the same first and last name, check the middle initial. If the person doesn't know the middle name, check on date of birth or date of casualty or branch of service. Use caution if using CITY and STATE for verification. The city and state entries in the Directory constitute the Home of record, a location chosen by each service person representing the place at which the service person wanted to be discharged. Therefore, the city and state entry will not always be the place of birth or actual residence.
- Names with two capital letters (i.e. McDonald) are often located at the end of the first letter listing.
- Pass on to the Driver/Caretaker any discrepancies and a new way to contact the person claiming the discrepancy.

Name Rubbings: can be taken from The Moving Wall, giving fairly good results when done with care following the directions:

- The ONLY objects that are permitted for name rubbings are lumber crayons. Absolutely NO POINTED PENCILS OR PENS are to be used. Good results are obtained using a black "lumber crayon" which resembles a large crayon, but rather than round, they are hex shaped. The flat edge of these crayons is ideal for rendering names from The Moving Wall. You will need to strip the paper, and scrape the glue from the lumber crayon, then score it with a knife dividing it into four sections at which point they snap easily. Holding the piece of crayon by the ends and rubbing paper firmly over the name, rub back and forth lightly until the name begins to appear.
- Volunteers should feel free to practice so they can assist people who may be having problems.
- Name rubbing sheets are provided.