

# Northwest Missouri State University

## Policy and Procedures Manual

### **Chapter** General Administrative

### **Section** Flag Protocol

#### I. Purpose

This policy was created in order to set guidelines for displaying the flag bearing the official seal of the University. The flag is displayed on the third pole in front of the Administration Building and in front of Lamkin circle drive along with the United States and Missouri flags.

#### II. Policy

The University flag protocol is maintained by the Office of the Vice President of Finance. The procedure to follow in the notification of a death of a state or national leader, Northwest student or employee are identified below.

1. Northwest receives notification from the Missouri Governor's Office in case of the death of a state or national leader. The prescribed protocol is to lower the United States and all other flags displayed in the same location. In case of the death of a Northwest student or employee, the University lowers the Northwest flag.
2. Information concerning the death of a Northwest student or employee should be reported to the Office of the Vice President of Finance. The Finance Office in turns informs Environmental Services. The general practice is to lower the flag upon hearing of the individual's death and raise it the day after their funeral or memorial service.
3. We welcome notification from campus colleagues to assist us in showing our respect and honor the memory of a Northwest family member.

For further information about the flag protocol, call the Associate Budget Officer, 562-1101.