

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 President's Office. The following memo explains the procedure following the notification of a death of a state or national leader from the Missouri Governor's Office and procedure following the death of a Northwest student or employee. It also includes contact names for any notifications from campus colleagues.

For further information about the flag protocol, call the Administrative Assistant to the President, 562-1110.

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November 6, 1998

TO: President's Cabinet
Deans
Chairs
Directors

FLAG PROTOCOL

Recently Northwest purchased a flag bearing the official seal of the University. The flag will be displayed on the third pole in front of the Administration Building sign and in front of Lamkin circle drive along with the United States and Missouri flags. The official Northwest flags will replace the living/learning flags previously flown.

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.

Information concerning the death of a Northwest student or employee should be reported to the President's Office. The President's 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.

We welcome notification from campus colleagues to assist us in showing our respect and honor the memory of a Northwest family member.

Raymond J. Courter
Vice President for Finance and Support Services

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