



West Point Association of Graduates (WPAOG)

CLASS FLAG POLICY

The WPAOG's services for Classes include that of ordering, receiving, and aiding the Class in purchasing an official West Point Class Flag. Flags purchased are displayed in the Alumni Center's Hall of Flags located on the second floor of the Great Hall and are available to classes for events upon request.

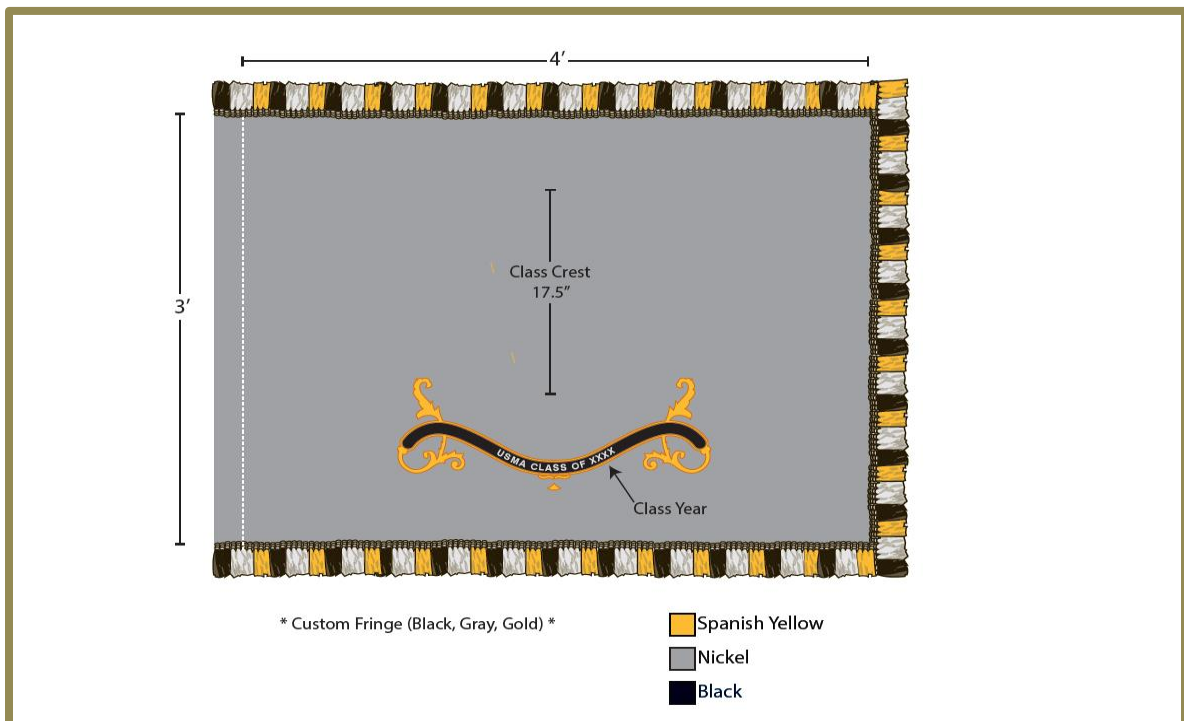
This policy establishes standard specifications for purchasing Class Flags to be displayed in the Hall of Flags.

Policy

For display in the Herbert Alumni Center Great Hall, Class Flags must maintain uniformity. All Class Flags will be gray with black, gray, & gold tassels – the only difference will be the Crest for each Class. If a Class chooses to purchase a flag other than gray with black, gray, & gold tassels, AOG will assist them with the purchase; however, it will not be displayed in the Great Hall.

In order to standardize specifications for purchasing Class Flags across all classes and establishing uniformity for display within the Hall of Flags, the following information will apply:

1. **Flag Company.** All Class Flags are purchased through the National Capitol Flag Co. Inc.
2. **Flag Specifications.** For display in the Hall of Flags in the Alumni Center, Class Flags will meet the below specifications:
 - Dimensions: 3' x 4'
 - Color: Nickel
 - Custom Fringe: Black, Gray, Gold
 - Class Crest: 17.5" centered



3. **Cost.** The estimated price for a Class Flag is \$1,400 to \$1,500 and the breakdown is the following:

• 3x4' USMA Class Flag	\$750
• Embroidery Digitizing Charge	\$500
• Pole	\$50
• 7" Brass Spear	\$50
• Flag Stand	\$40
• <u>Flag Spreader</u>	<u>\$40</u>
Total	\$1,430

4. **Purchasing Process.** Purchasing a Class Flag takes 6-8 weeks and the step-by-step process is the following:

1. Contact WPAOG Class Services
2. Upon confirmation of wanting to purchase Class Flag, Class Services will provide a digital file of Class Crest via email to Al Ulmer at National Capital Flag Co.Inc.
3. Al Ulmer will provide a proof of the Class Flag via email to Class Services
 - a. Class Services will forward proof to Class Leadership
4. Class Leaders vote for approval in regard to proof
 - a. Ensure Class Crest is correct
 - b. Ensure coloring of Crest is to your liking
5. Class Leader sends approval, via email, to Class Services
 - a. Class Services will forward approval to Al Ulmer
6. National Capital Flag Co. Inc manufactures flag and mails it to WPAOG
7. Invoice is mailed to WPAOG: Attention Class Services
 - a. Class Services scans/emails invoice to Class Leadership
8. If payment is made from Class Admin Account, Class Leaders approve invoice
 - a. President and Treasurer send approval via email to Class Services
 - b. Class Services processes paperwork

WPAOG Proponents for this Policy

WPAOG Historical and Recognition Committee

Vice President for Alumni Support, WPAOG: 845-446-1510

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