**Purpose: To outline the process of conducting a career persons last work day lunch, and the process of conduction a pinning for newly promoted members.**

**Procedure:**

**Retirement Luncheon**

1. A new 3 x 5 United States flag shall be flown over the retiring member’s last station he/she served from, if this person is a Battalion Chief or higher the flag is to be flown over all stations. This will be done on the announced last day the retiring member is affiliated with the Okolona Fire Department. This flag is to be folded and placed in a display box, with the following plague attached:

This Flag Flown Over

Okolona Fire Station “?” in Honor of

“members name”

“dates of service”

This plate is 1” x 6” and our patch is engraved on the left side of the plate. (flag comes from Oates and is a cotton flag, the plate is ordered from the awards center)

1. A ½ sheet cake is to be ordered, flavor to be the choice of the member. On this cake will be the Okolona Patch and “Happy Retirement” members name”. (this is done by either Sam’s or Kroger you will need to bring the art work on a thumb drive or other device that can be left with them.)
2. The menu for this event shall be hamburgers and hotdogs, baked beans, cole slaw, potato chips, soft drinks, and condiments, include all paper goods needed.
3. The date and time (noon) of this event shall been communicated to the members by the current methods of distribution, this is to be done at least one week prior to the event.
4. The member can request that sections 2-4 not take placed should the wish to just quietly work the last day with their crew instead.

Time line:

Food ready 12:15 lunch till 13:15, 13:15 to 13:45 present flag and small speech by the retiring member and any other bestowing from the community/department members. 13:45 cutting of the cake and picture as member would like.

**Pinning Ceremony**

1. The pinning ceremony is designed to give recognition to the newly promoted member. When it is known that we will have an opening within the department at or above the rank of sergeant a new badge and helmet are too ordered for the member.
2. This event is to occur on a Sunday as soon as is practical after promotions are made and approved by the Trustees. You should allow for two to three hours for this event. The date and time (1300) are to be distributed with the members by the current means for the department.
3. A cake is to be ordered from either Kroger or Sam’s should be a full sheet cake and is to have the Okolona Patch and the words “congratulations “rank member(s) name”. (you will need to provide the art work on a thumb drive or other device that can be left with them)
4. Menu will be finger foods such as ham/turkey on premade party size buns, chips/pretzels, condiments and a veggie tray. This is to be obtained at least 24 hours in advance.
5. Newly promoted member(s) insignias and badges are to be placed in a presentation box (this needs to be returned at the end of the ceremony)
6. OUTLINE:

Food by 1315, 1315-1415 time to eat, 1415-1430 Chief will day a few remarks and will present rank insignia and badge to the family member that will be pinning the newly promoted member. 1430-1445 Chief will present newly promoted member(s) with new helmets. 1445 cut the cake and pictures as members