

Scholes Hall Flag Protocol

Approved December 18, 2019



President Garnett S. Stokes

- Flags flown on a regular basis at Scholes Hall are the flags of the United States of America, the State of New Mexico, and The University of New Mexico.
- Responsible parties for raising and lowering the flags at Scholes Hall:
 - During Fall and Spring Semesters, UNM's ROTC programs are responsible
 - During all breaks including the Summer Semester, UNM's Physical Plant Department is responsible
 - ROTC Commanders will determine if flags will be flown during inclement weather and/or times of extreme conflict to ensure safety of cadets/midshipmen
- Regulations regarding guest flags:
 - A guest flag may be approved to fly at Scholes Hall for only one day at a time
 - In most cases, a specific flag will be approved no more than once per calendar year
 - No more than one guest flag will be flown per day
 - Guest flags will replace the UNM flag only, not the US or NM flags
 - Guest flags must be officially recognized (i.e., the official flag of a nation, state, service branch, institution, or organization)
- Procedure to request that a guest flag be flown at Scholes Hall:
 - Space reservation is submitted to the UNM Student Activities Center
 - The reservation must be accompanied by a letter or email message that includes a photograph of the specific flag requested to be flown, including its dimensions and a link to documentation of the flag's official status
 - Student Activities forwards the request to the President's Chief of Staff, cc presidentstokes@unm.edu
 - Approval or denial by the President's Office is sent to AVP Student Services and the Student Activities Center
 - Approval or denial communicated to the requester by the Student Activities Center
 - Approval or denial communicated to UNM ROTC Programs by AVP Student Services
- The role of ROTC programs regarding guest flags is determined by the ROTC Commander, in compliance with Military regulations:
 - ROTC provides support out of uniform, and not as an official function of the unit
 - The ROTC programs will only be in uniform if there is a high-level guest from another country or high-ranking officer of from one of the branches of the US Military
 - Cadets/midshipmen will unlock the flag box and assist with proper flag protocol as needed
 - Cadets/midshipmen will not actively participate in raising or lowering a guest flag