

WEBSITE FLAG REQUEST FORM

TO: Senate Chief Clerk's Office

FROM: _____

Attn: Sarah Burhop

B20 – Southeast, State Capitol

P.O. Box 7882

Madison, WI 53707-7882

<input type="checkbox"/>	Wisconsin State Flags (3 x 5 Nylon)	\$16.00
<input type="checkbox"/>	United States Flags (3 x 5 Nylon) (stars are embroidered)	\$13.00
<input type="checkbox"/>	Cover Folder for Certificates (8.5 x 11)	\$1.75

Please be advised that any flag order in excess of \$50.00 will be sent with insured mail receipt via the US Postal service.

Mail Receipt Fee \$50 to \$100 cost = \$2.50/\$200 and up cost \$3.50

TOTAL AMOUNT: checks should be made out to the **State of Wisconsin.**

NO CASH PAYMENTS ACCEPTED

Please have the flag(s) flown over the Wisconsin State Capitol:

PLEASE NOTE: THE SENATE SERGEANT'S STAFF WILL HAVE YOUR FLAG(S) FLOWN OVER THE WISCONSIN STATE CAPITOL. IF REQUESTING A SPECIFIC DATE FOR YOUR FLAG TO BE FLOWN: A DATE THAT FALLS ON A HOLIDAY WILL BE FLOWN PRIOR, AND IF THE DATE FALLS ON A WEEKEND, THE FLAG CAN BE FLOWN THE FRIDAY BEFORE OR THE MONDAY AFTER. IN CERTAIN CIRCUMSTANCES IF THE WEATHER CONDITIONS WOULD BE UNSAFE, THE SENATE SERGEANT'S STAFF WILL WAIT UNTIL THE WEATHER CLEARS TO FLY YOUR FLAG(S).

YES _____

SEND DIRECTLY TO SENATE OFFICE

NO _____

SEND DIRECTLY TO CONSTITUENT

WITH CERTIFICATE

WITHOUT CERTIFICATE

Please type the wording for your flag certificate & print and attach check:

1.) This Wisconsin State Flag was flown over the Wisconsin State Capitol on **(with date MM/DD/YY or without date)** at the request of **(with or without)** Senator XXXX, [on the occasion of] or [in honor of] **(IF THE FLAG CAN NOT BE FLOWN ON SPECIFIC DATE DUE TO HOLIDAY OR WEEKEND, WORDING CAN ALSO STATE: THIS WISCONSIN STATE FLAG WAS FLOWN OVER THE WISCONSIN STATE CAPITOL: [IN HONOR OF MONTH/DATE/YEAR] OR [ON THE OCCASION OF MONTH/DATE/YEAR].**

2.) This United States Flag was flown over the Wisconsin State Capitol on **(with date MM/D/YY or without date)** at the request of **(with or without)** Senator XXXX, [on the occasion of] or [in honor of] **(IF THE FLAG CAN NOT BE FLOWN ON SPECIFIC DATE DUE TO HOLIDAY OR WEEKEND, WORDING CAN ALSO STATE: THIS UNITED STATES FLAG WAS FLOWN OVER THE WISCONSIN STATE CAPITOL: [IN HONOR OF MONTH/DATE/YEAR] OR [ON THE OCCASION OF MONTH/DATE/YEAR].**

The flag certificate will be signed by the Senate Chief Clerk and returned to your office with the flag once it has been flown over the Capitol by the Senate Sergeant's Office.