

POLICIES FOR REGISTERED SPONSORSHIP GROUPS

- You must be a registered Wreaths Across America sponsorship group to receive an official group ID to track money raised and total wreaths sponsorships. If you have not registered and received your official group ID number please register as soon as possible (do *not* register again if you have already registered once this year). If you are unsure if you have registered please contact sponsorship@wreathscrossamerica.org.
- Both your sponsorship group ID and location ID must be on the sponsorship forms before you hand them out to perspective donors. We cannot put your information on the forms after we have received them. *ANY* sponsorship forms that do not have a Group ID number and Location ID number will go into the unallocated wreath fund.
- When you are sending funds in via the mail, please submit a copy of the tally sheet with each submission. This will make processing your funds quicker and easier. If you do not wish to submit both the wreath sponsorship form and tally sheet you may submit just the tally sheet unless there are "In Honor of" or "In Memory of" information on the wreath sponsorship form.
- Wreath Sponsorships are (and have always been) \$15 each. DO NOT sell the wreath sponsorship for any more than or any less than this set price. You may take monetary donations of any amount that a donor wishes to give, but when selling a direct wreath sponsorship, you must not alter the set price.
 - If you are a "3-for-2" group please report your wreath sales to us in the format of single wreath increments of \$15 each as our system is set up to detect a group's status by the ID number and will make the calculations accordingly.
- Checks for sponsorships/donations should be made payable to Wreaths Across America. (We discourage sending cash through the mail; should you collect cash please turn it into a money order or bank check before sending it in).
- It is not permissible to open a checking or savings account in Wreaths Across America's name.
- If you wish to have donors make checks payable to your group and then send one check to Wreaths Across America, that is fine. However, the funds must match the number of wreath sponsorships you are claiming. Please contact the Finance Office to find out proper procedure for submitting funds this way. If you are a \$5-back group you *must submit all funds raised* and Wreaths Across America will send you your portion of the fundraising after we have processed the funds.
- Please note, sponsored wreaths are *not* labeled for individual groups at the participating location. Sponsored wreaths are intended for placement by all of those who attend the ceremony and should be shared accordingly. If you wish for your group to place the wreaths your group sponsors you will need to contact the volunteer location coordinator ahead of time to make special arrangements if they so allow. Wreaths Across America cannot force the location coordinator to make special arrangements.

- You may start fundraising at any time, and continue throughout the year wherever you find an opportunity to set up a booth or hand out sponsorship forms. Think of creative ways to increase your group's fundraising efforts and boost your wreath sponsorships/donations.
- If you have any sponsors wishing to make a "grave specific" request remember it is *your* responsibility to make sure the wreath gets placed on the grave in question. We will not keep track of grave specific information at Headquarters. Please note there is no "grave specific name" option on the sponsorship form, placing a name in the "In Honor of" or "In Memory of" does NOT mean that a wreath will be placed on this individual's headstone.
- Please remit sponsorships/donations on a bi-weekly basis. As the cutoff date gets closer – Monday after Thanksgiving – we suggest that you send sponsorships/donations in as frequently as possible.
- All veterans' wreaths are sent to the participating location that your group has chosen to sponsor. The volunteer Location Coordinator is responsible for communication with Wreaths Across America headquarters regarding delivery of sponsored wreaths.
 - The only exceptions to this are the *Patriot Pair* and *Military Tribute Pair*. These wreaths count as one sponsorship, if your group is using the fundraising option you will only receive \$5 per Patriot Pair or Military Tribute Pair purchase. One wreath will go to the cemetery you are sponsoring and the second wreath will be shipped to the address provided on the form.
- Wreath sponsorship forms are only meant for wreath sponsorships, they are not intended to order merchandise or personal remembrance wreaths through the mail. You can make these purchases online or by calling our customer service department.
- Should you choose to display a flag or flags at any of your fundraising events please do so respectfully and follow proper flag etiquette, a brochure on flag etiquette can be downloaded from the link used to access the printable fundraising forms provided above.
- You will want to thank your sponsors; before mailing us your sponsorships and funds please keep a copy for your records. Due to privacy regulations, cannot provide you with donor names or contact information once you have sent it to headquarters. You can use the Messaging portal in the Manage Pages to email your contacts who have submitted online and provided an email when ordering.