**Policies for Location Coordinator**

**As a Wreaths Across America Location Coordinator, I agree to…**

1. Be responsible for coordinating the event at my location, working with all groups and individuals who may want to participate, working with all sponsorship groups who may be providing sponsored wreaths, and ensuring wreaths are delivered, unloaded, placed respectfully and removed.
2. Treat all sponsorship groups and volunteers with respect.
3. Reach out to the community to relay the story of what we are doing, consistent with WAA policies and guidelines.
4. Make Wreaths Across America ceremonies open to all members of the public, and ensure it will be non-political.
5. Accept and include all seven ceremonial wreaths at this location.
6. Notify Wreaths Across America by October 1st, if I find I cannot serve as the Location Coordinator for some reason unanticipated for that same year.

**Additionally, I understand that...**

If I choose to accept grave specific requests at my location, it is my responsibility toensure they are placed.

1. I will ensure efficient wreath delivery by providing an adequate shipping address, meeting the truck with volunteers to unload the wreaths, and communicating to WAA headquarters if problems are anticipated.
2. I will ensure wreaths are cleaned up at my location, and will respect all of the rules and or any other specific requests of the cemetery and/or any entity that owns this location.
3. The ceremony at my location is covered for general liability by Wreaths Across America, with certain exclusions and limitations applicable.
4. Wreaths Across America is trademarked and registered, and only I and other registered location coordinators may use its name for an event or ceremony.
5. All wreaths placed during a registered Wreaths Across America event must be provided by Wreaths Across America.
6. I have read and agree to abide by the Public Relations and Media Policy located in the Policy Handbook.
7. I will comply with all WAA Policies and procedures as outlined in the Wreaths Across America Policy Handbook and Reference Guide which can be found at<https://wreathsblob.blob.core.windows.net/media/ht4nnubh/waa-locationsgroups-handbook-2020-v2.pdf>

My signature below confirms that I have thoroughly read, understand and agree to the above terms and responsibilities as described in the Wreaths Across America™ Policy Handbook for Locations Coordinator.

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Location Coordinator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed

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Name Printed Location ID

*Please keep a copy for your records and send a signed copy to the Wreaths Across America™ Office, PO Box 249, Columbia Falls, ME 04623.*