**Policies for Sponsorship Group Leader**

**As a Wreaths Across America Sponsorship Group Leader, I agree to…**

1. Treat all other sponsorship groups, location coordinators, and volunteers with respect.
2. Submit all funds raised for Wreaths Across America monthly on proper forms, with the correct Group ID and Location ID indicated on each order.
3. Reach out to my community to relay the story of what we are doing, consistent with WAA policies.
4. Comply with all WAA Policies & Procedures, as outlined in the Wreaths Across America Policy Handbook and Reference Guide. <https://wreathsblob.blob.core.windows.net/media/ht4nnubh/waa-locationsgroups-handbook-2020-v2.pdf>

**Additionally, I understand that…**

1. While any donation amount is accepted, the individual purchase price of a wreath is $15.
2. It is not permissible to open a checking or savings account under the Wreaths Across America name.
3. Each donor will select the group and location for which they would like to sponsor a wreath.
4. To receive credit for orders placed, I must verify *prior* to submitting any orders that both the Group ID and Location ID are indicated properly.
5. Only the donor can make changes to the group and location once their order is placed.
6. Promotional and 3-for-2 wreaths will be credited to my group once the order has been processed. These will be indicated on my Wreath Count Report and Research Orders on the Dashboard.
7. Payback checks will be issued every 45-60 days for groups receiving $5 back.
8. Sponsored wreaths will be sent directly to the location for which the donor indicated on their order.
9. Wreaths will be dispersed to all volunteers by the Location Coordinator at the WAA ceremony and will not be labeled for individual groups.
10. It is my responsibility to make arrangements with the Location Coordinator for any volunteer efforts of my sponsorship group at the WAA ceremony.
11. To thank donors and volunteers, I can either use the Messaging Portal on the Dashboard or I can compile my own list of contacts prior to mailing sponsorship forms to WAA.
12. Due to privacy regulations, WAA cannot provide me with donor names and contact information.
13. Should my group choose to display a flag(s) at any of our fundraising events, we will do so respectfully and will follow proper flag etiquette.

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 Group Leaders.

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Name Printed Group 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.*