LOCATIONS & GROUPS

EDUCATIONAL WEBINAR

WREATHS *across* AMERICA

November 2026

It's Time for a Big Push!

National Wreaths Across America Day is December 19, 2026!

We're in the final stretch! There's still time to rally your community, encourage sponsorships, and help ensure more veterans are remembered this December.



Keep the Momentum Going!

- **Spread the Word:** Send your highlighted messages, share your page, post your Wreath-O-Meter, and remind your community how they can help.
- **Make One More Ask:** Reach out to local businesses, organizations, friends, and family. Every sponsorship makes a difference!

Make These Final Weeks Count!

- **Keep Supporters Engaged:** Share your progress, celebrate milestones, and encourage one last push before cutoff dates.
- **Finish Strong:** Whether you're working toward full coverage or helping another location in need, there's still an opportunity to make an impact!

Wreath Sponsorship Cutoffs: What You Need to Know



Before Your Cutoff

Cutoff dates are staggered by region to ensure wreaths arrive in time for National Wreaths Across America Day.

- **Check Your Orders:** Make sure previously mailed sponsorships are reflected in your wreath count report.
- **Submit Funds on Hand:** Complete cutoff form ONLY for sponsorship funds collected but not mailed.
- **Keep Sharing!** Encourage supporters to sponsor online before your region's cutoff date.

What Happens After Cutoff?

- **We're Still Accepting Sponsorships!** We'll do our best to include late orders before trucks are loaded.
- **Planning Ahead:** Sponsorships that can't be fulfilled this year will be credited toward next year's placements.

Fundraising doesn't stop at cutoff!
Our mission continues all year long.

Order Processing Times

Online Orders

These process quickly and are visible on your Dashboard Reports within 24-48 hours!

What to Expect:

- Visible on Dashboard within 24-48 hrs
- Shows on Wreath-O-Meter right away

Mailed Orders

Processed individually as received; during peak times, they may be added in bulk.

Processing Timeline:

- Individual details may take 6-8 weeks to appear
- Peak times run November through January

Need Help?

Check out our Volunteer Tutorials on the Volunteer Resource Page or contact your Regional Liaison Team!

How Many Wreaths Do You Have?

Wreath-O-Meter

Live count of sponsorships as they come in. Based on your group or location goal and can be updated year-round as support comes in.

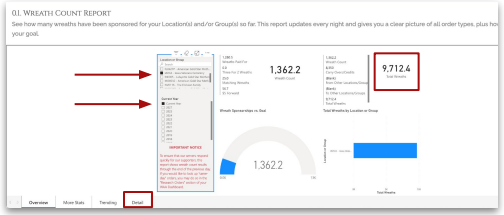


Wreath Count Report

Not live, but syncs at the end of every day. Easy to download for reporting.

How to View:

1. Select your Group or Location and the Year
2. See your total count instantly
3. Click **Details** for order info

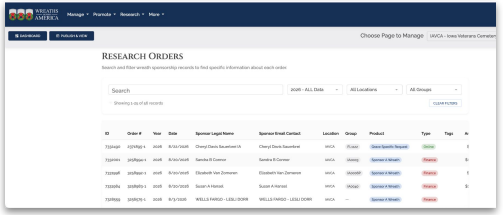


Research Orders

Live count of sponsorships. Easy to filter & search.

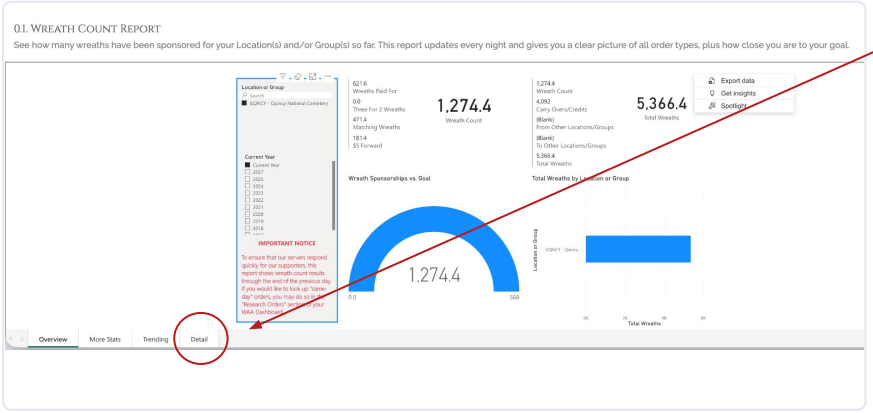
Why Use This:

- ✓ Fast search & filters
- ✓ Clear, order-level tracking
- ✓ Live, real-time status updates



Previously Mailed Orders: Have They Been Received?

Wreath Count Report Overview



Verifying Mailed Sponsorships?

Cross-reference your mailed orders with the **Details** tab on your report to confirm they are logged prior to your regional cutoff date.

Check Your Wreath Count Report

- Open the **Details** tab to review previously mailed orders.
- Make sure all mailed sponsorships are reflected by your regional cutoff date.
- **Missing an order?** Contact your Regional Liaison Team with a copy of the Tally Sheet/Order Form and the date it was mailed.

Tips for Navigating Your Report

- **Sort Your Data:** Click any column header to sort by date, name, amount, and more.
- **Scroll to Explore:** Use the scroll bars to see additional columns and orders.
- **Export to Excel:** Click the three dots in the upper-right corner to download your report for easier review.

Important: Don't include previously mailed or online orders on your cutoff form. Only report funds you have on hand that haven't been mailed.

Online Sponsorships: Ordering & Tracking

Don't Forget Your Cutoff Date!

All Online Orders must be received by **11:59pm (in your timezone)** on your Regional Cutoff Date to be guaranteed for delivery this year.

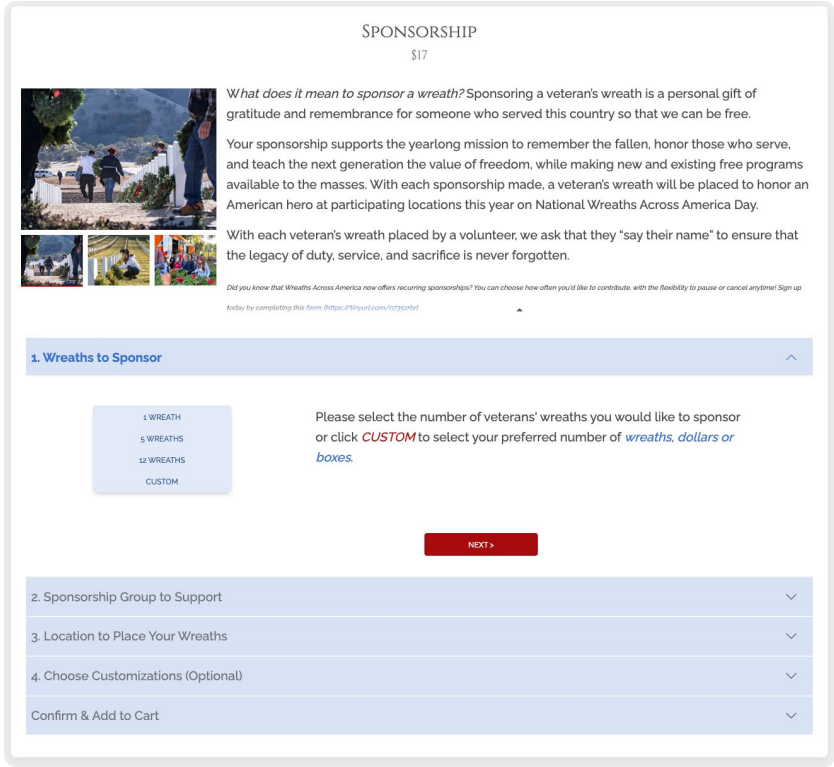
Note: Online orders are processed automatically—do NOT include them on your Cutoff Form!

Sponsoring Wreaths Online Is Easy!

1. Click the red **Sponsor Wreaths** button on your WAA page.
2. Choose the number of wreaths you'd like to sponsor.
3. Select a Sponsorship Group and the location you'd like to support.
4. Add any optional customizations, then complete checkout!

When Will Online Orders Show Up?

Immediately: On your Wreath-O-Meter and in Research Orders.
Within 24–48 Hours: On the Details tab of your Wreath Count Report.



Completing the 2026 Cutoff Form (If Needed)

Important: The Cutoff Form is ONLY for checks you still have on hand—not previously mailed checks or online sponsorships!

Gather Your Checks & Tally Sheets

- Collect all checks you want included in this year's wreath delivery.
- Complete a Tally Sheet or Order Form for each location.
- **If a check supports multiple locations** , include it on one Tally Sheet but submit a separate Cutoff Form for each location.

Prepare Your Documentation

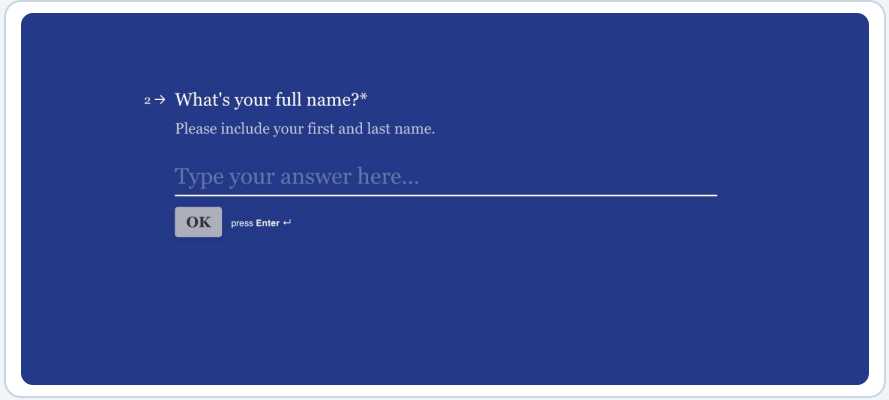
- Take a photo or make a copy of the Tally Sheet you'll be mailing with your checks.
- Make sure it matches the funds reported on your Cutoff Form.
- **Upload your Tally Sheet** when submitting the form. *This is required!*

Submit Before Your Cutoff Date

- Complete the Cutoff Form by 11:59 p.m. in your local time zone on your regional cutoff date.
- You'll receive a Cutoff Approval Email within 1 business day after our team reviews your submission.

⭐ **No checks on hand? No Cutoff Form needed!**





Select the Location for your Cutoff Funds

One Location per Cutoff Form

You can only select one location per cutoff form. If you have funds on hand for multiple locations, you will need to fill out a separate Cutoff Form for each one.

Initial Question: Single Location?

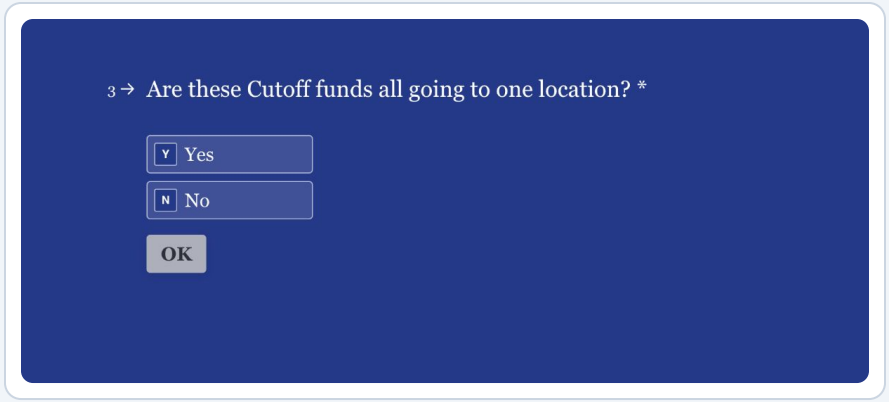
You'll be asked if your Cutoff Funds are all for one location.

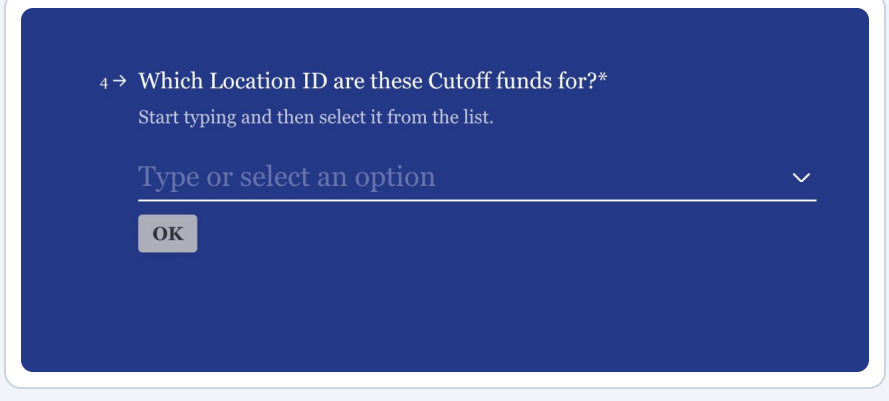
- **If NO:** Fill out form for first location, then repeat for additional locations.
- **If YES:** Click OK to move to the next question.

Next Question: Select Location ID

Select the location ID for the funds you are reporting on this form.

- You'll be prompted to enter the Location ID.
- Start typing the Location ID and a searchable list will appear.
- Select the Location ID and Location Name from the list.





Group Credit & Funds on Hand

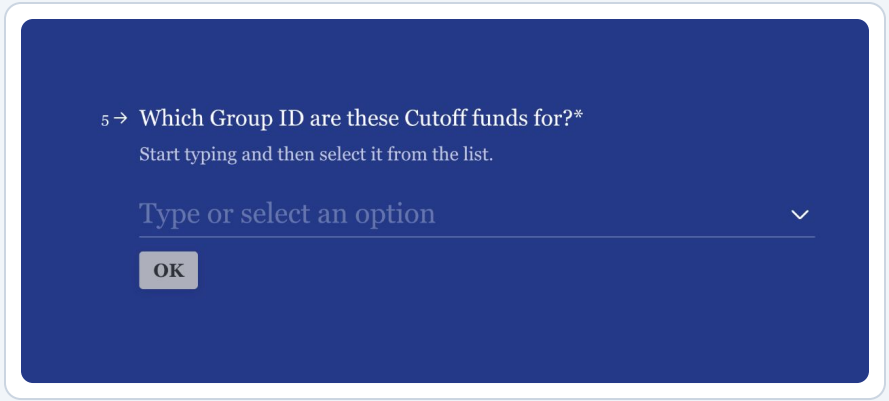
Select Your Sponsorship Group

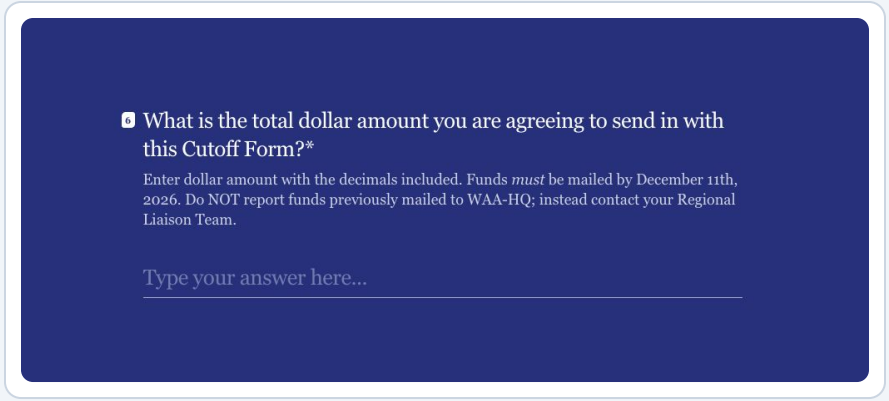
- Choose the **Group ID** that should receive credit for these sponsorships.
- Double-check your selection to make sure the correct Group receives credit.

Enter Your Total Funds on Hand

- Enter the **exact dollar amount** of checks you're submitting, including cents.
- Do NOT include previously mailed checks or online sponsorships.
- **Enter the full dollar amount, not the number of wreaths.**

⭐ **Important:** Enter funds at the standard $17 per wreath. Any applicable Group Plan ($5 Back, $5 Forward, or No Plan) will be calculated automatically after submission.





Upload Your Tally Sheet & Submit!

Upload Your Documentation

Upload a copy or photo of the Tally Sheet/Order Form you'll be mailing with your checks. **Accepted formats: JPG, PDF, DOC, XLS**

Double-Check Your Details

Make sure the Location, Group, and dollar amount match your Cutoff Form.

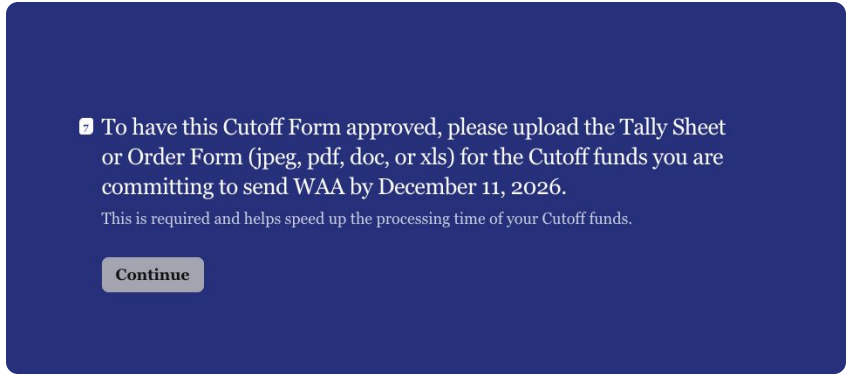
Multiple locations? Use separate Tally Sheets and Cutoff Forms for each location.

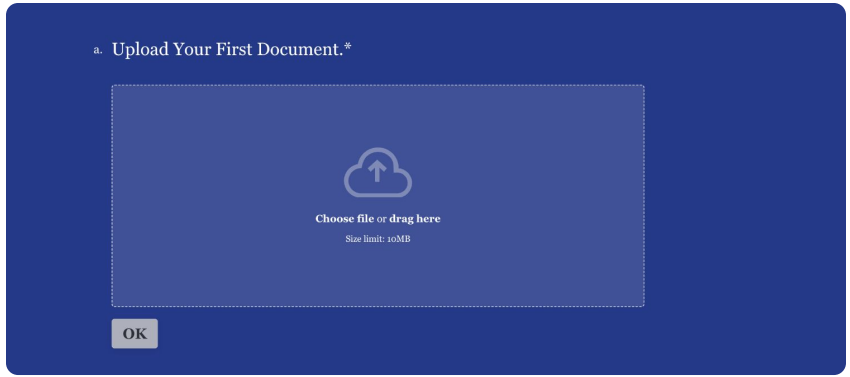
Splitting one check? Include it on one Tally Sheet, but submit a Cutoff Form for each location and upload the same sheet with each.

Submit Your Form

If you have more than 4 documents, email extras to your Regional Liaison Team. Click **Submit** when done.

⭐ **Important:** Having the correct tally sheet uploaded is crucial for smooth approval. Double-check everything to avoid delays! You will be contacted if there are issues.





Cutoff Form Submitted? Here's What's Next!

Approval Email

Review takes **one business day.**

Check your **spam folder** if not received.

Print & Package

Print approval attachment.

Include checks & Order Form.

Write **"CUTOFF"** clearly on envelope.

Mail to HQ

Mailing: PO Box 249,
Columbia Falls, ME 04623

FedEx/UPS: 4 Point St,
Columbia Falls, ME 04623

⭐ **Mail by December 11th!**

⭐ IMPORTANT

- Sponsorships received after Cutoff are not guaranteed for delivery.
- Undelivered wreaths will be credited to your location for next year.
- **Continue fundraising year-round!** Keep support coming in.

Cutoff funds will be reflected in your Wreath Count Report by the end of February 2027.

Work Smarter, Not Harder: Your Volunteer Resource Page

Planning Made Simple

No need to reinvent the wheel—we've got tools to help you hit the ground running.

Volunteer Resource Page
wreathsacrossamerica.org/Resources/VolunteerResourcePage

📌 **Bookmark it! You'll use it all season long.**

💬 ***"This page saved me hours!"***
– probably you, very soon after exploring all the ready-to-use templates and guides.

What You'll Find:

✅ Templates
Easy plug-and-play templates for quick customization

✅ Branding
WAA logos & shareable social graphics

✅ Guides & Scripts
Step-by-step planning guides & ceremony scripts

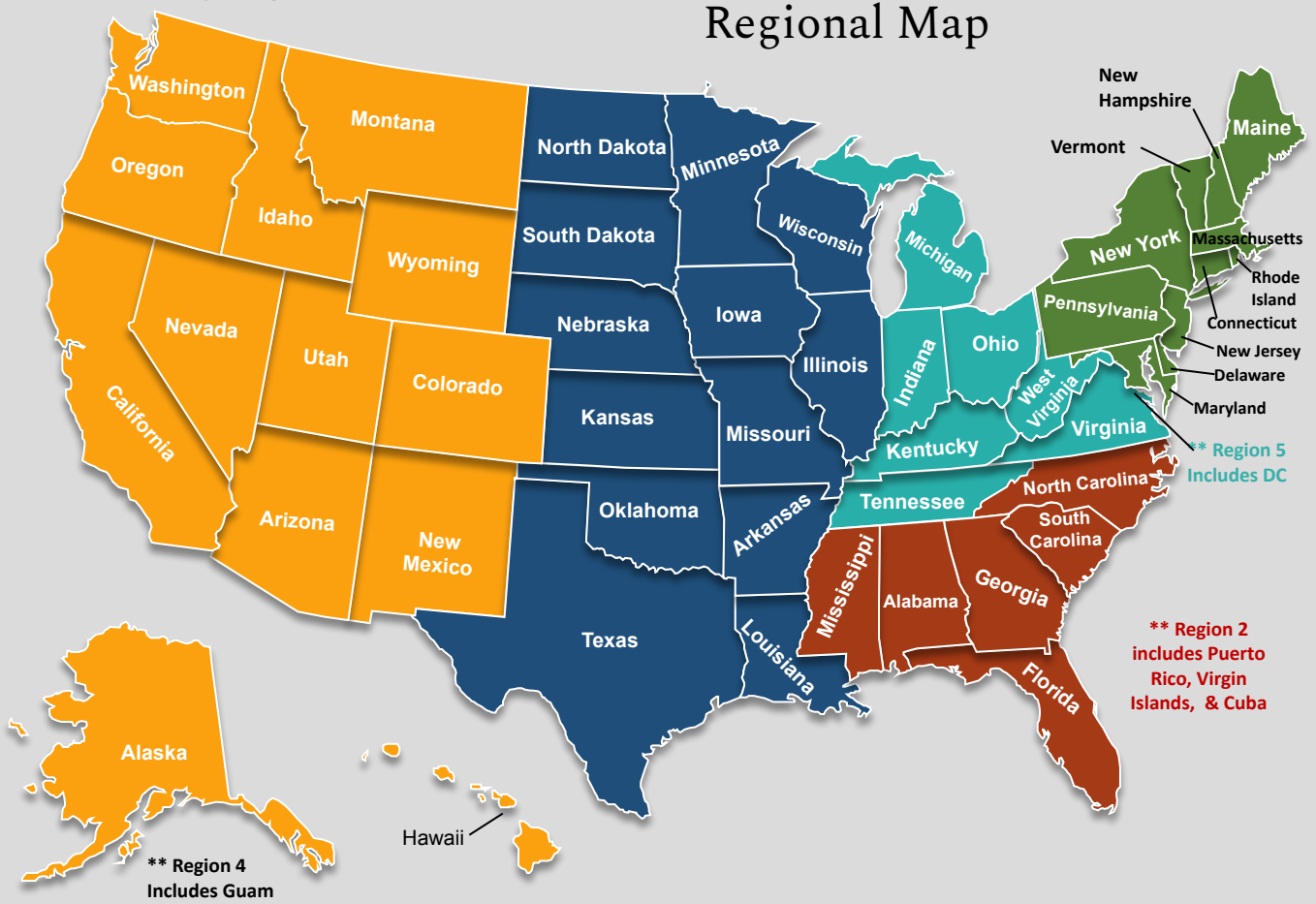
✅ Outreach
Outreach tips and proven sample letters

✅ Fundraising
Ready-to-use fundraising ideas & marketing materials

✅ Media Kits
Press release templates for your local media

WREATHS *across* AMERICA

Regional Map



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THANK YOU!

WREATHS *across* AMERICA

LOCATIONS & GROUPS TEAM