What Are Grave Specific Requests?

Grave Specific Requests are accepted at select participating locations nationwide and allow sponsors to place a wreath at their specific loved one’s grave.

Sponsors may place the Grave Specific Wreath themself or request to have a volunteer place it for them.

Grave Specific Requests are now accepted online AND through the mail! For online orders, sponsors would place an online order and select the Grave Specific option.

All mailed Grave Specific Requests must be on the approved Wreaths Sponsorship Grave Specific Form, after verifying on the location page that they are able to accept Grave Specific Requests. The sponsor will receive an email requesting more information and they must reply to ensure fulfillment of their Grave Specific Request.

Alternatively, you can gather a list of Grave Specific Requests and send in the wreath sponsorships accompanied by an approved Wreath Sponsorship Order Form and Tally Sheet, then manually enter them to the Grave Specific Report on your Dashboard prior to the Cutoff Date.

“We are not here to ‘decorate graves.’ We are here to remember not their deaths, but their lives.”
- Karen Worcester, Executive Director of Wreaths Across America
Sponsors can request a Grave Specific wreath by placing their order online through a registered WAA group page for select locations!
When Grave Specific is selected for an online order, the sponsor must complete this form, then checkout by paying with a credit/debit card, Google Pay, or PayPal. After the order is processed, it will be added to the Grave Specific Report on the Dashboard.

The more information provided about the veteran, the easier it will be for the volunteer Location Coordinators to ensure placement of the Grave Specific Request.

**Required Information:**

- Veteran First and Last Name
- Their Military Branch of Service

**Optional (and very helpful!) Information:**

- Date of Birth
- Date of Passing
- Where They Are Location in Cemetery (Section, Row and/or Marker Number)
Grave Specific Requests are now accepted through the mail with the approved Wreath Sponsorship Grave Specific Form!

**REMEMBER:** You must first check the location page to make sure they are able to accept Grave Specific Requests.

**REQUIRED:** Completed form with sponsor email address and phone number.

The sponsor will receive an email from WAA requesting more information and must respond to ensure placement of their Grave Specific Request.

After WAA receives a response from the sponsor, their Grave Specific Request will be added to the Grave Specific Report on the Dashboard.

Orders with incorrect or incomplete forms, and/or with illegible information will experience delayed processing times.
The Grave Specific Report

Online orders are automatically added to this report.

Grave Specific Requests are only accepted at specific locations. If you aren’t sure if a location accepts them, check the location page.

Groups can add their own Grave Specifics manually!
STEP 1: Gather your own list of Grave Specific Requests.

STEP 2: Send in their checks, using the approved Tally Sheet and Wreath Sponsorship Order Forms.

Mail Checks To:
Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

Checks must be made payable to Wreaths Across America.

STEP 3: Manually enter them to the Grave Specific Report on your Dashboard prior to the Cutoff Date.

Orders mailed with the Wreath Sponsorship Grave Specific Order Form should NOT be manually entered to the Grave Specific Report.

For your group and location to receive credit, all forms must have your Group ID and Location ID printed clearly in the required sections.
Manually Add to the Grave Specific Report

Enter as much information as possible so that it's easy for the volunteer Location Coordinator to fulfill the Grave Specific Request.

Enter the Sponsor Name.

Enter your Group ID and Location ID.

Toggle ON for Grave Specific and if the sponsor wants to place the wreath.

Enter the veteran's name and as much other additional information as possible.

You must select PASSED to enter the Grave Specific details.

These details are very important!

The more info you provide, the easier it will be for the Location Coordinator to fulfill the Grave Specific Request.

Click SAVE AND NEW to add another Grave Specific Request or click SAVE if you are done entering them.
Manage Existing Grave Specific Requests

Click the **THREE DOTS** in the top right corner of the order line to manage the GS Request. You can update the veteran info, add a photo or wall post, message the sponsor, or set a status!
Manage Existing Grave Specific Requests

It's easy to update the VETERAN INFO and add other instructions for the team placing the Grave Specific Requests! You can also ADD PHOTOS of the veteran or of the placed wreath.

<table>
<thead>
<tr>
<th>VETERAN INFO</th>
<th>PHOTOS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Veteran Name</strong></td>
<td>Click here to add a new photo, then tick the box to include the photo</td>
</tr>
<tr>
<td><strong>Served Or Other</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Military Spouse or Family</strong></td>
<td>HELPUL TIP: When you message the sponsor, you can send them a photo of their loved one’s wreath if you use this feature!</td>
</tr>
<tr>
<td><strong>Branch</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year Of Service First</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year Of Service Last</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Living Or Passed</strong></td>
<td><strong>Passed</strong></td>
</tr>
<tr>
<td><strong>Date Of Birth</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date Of Passing</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cemetery Section</strong></td>
<td>Back Right Corner</td>
</tr>
<tr>
<td><strong>Cemetery Row</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Marker Number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other Identifying Items</strong></td>
<td>Veterans Headstone</td>
</tr>
<tr>
<td><strong>Other Instructions</strong></td>
<td></td>
</tr>
</tbody>
</table>

To add info for a Grave Specific Request, you must select that they have PASSED.

Click SAVE once edits are complete.

Always SAVE your work!

Check here if you want the picture on your Remember Wall.

HELPFUL TIP: When you message the sponsor, you can send them a photo of their loved one’s wreath if you use this feature!
MESSAGING PHOTOS of the Grave Specific wreath placements to your sponsors is simple! While it's not required, it is a nice gesture to show sponsors that their loved one was honored with a wreath.
Meet the Locations and Groups Team

Region 1 Liaison Team
Terra Delong & Emily Carney
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Region 2 Liaison Team
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Region 4 Liaison Team
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Richelle Bergeson
Finance Liaison

Julie Bright
Director of Locations & Groups

Meagan Erickson
Assistant Director of Locations & Groups
THANK YOU

Wreaths Across America