



WREATHS *across* AMERICA

GRAVE SPECIFIC REPORT HOW-TO TUTORIAL

Wreaths Across America

2023

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 themselves 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.

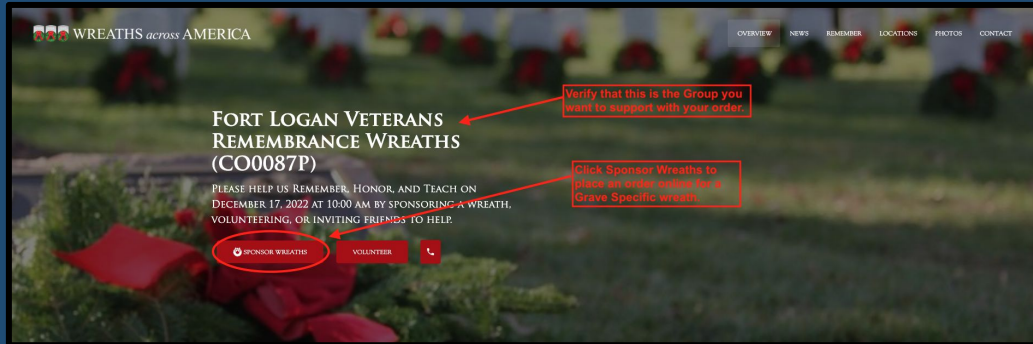


"We are not here to 'decorate graves.' We are here to remember not their deaths, but their lives."

- Karen Worcester, Executive Director of Wreaths Across America

Grave Specific Requests ONLINE

Sponsors can request a Grave Specific wreath by placing their order online through a registered WAA group page for select locations!



WREATH SPONSORSHIP

FORT LOGAN VETERANS REMEMBRANCE WREATHS (CO0087P) | 46149 |

What does it mean to sponsor a wreath? It means you'll honor an American hero at one of more than 2,800 locations nationwide this year on Wreaths Across America Day. It's a day that's been set aside to lay wreaths at the places where we remember, honor and teach about our veterans: cemeteries, monuments, parks... Anywhere we can pay tribute to their sacrifices.

Number of Wreaths to Sponsor:

- ☐ 1 Wreath Individual Sponsorship (\$17)
- ☐ 2 Wreaths (\$34.00)
- ☒ 5 Wreaths (\$85.00) *Most Popular
- ☐ 10 Wreaths (\$170.00)
- ☐ Custom Number of Wreaths

Location to Support:

Fort Logan National Cemetery, Denver, CO 80236, United States

[REVIEW MY SPONSORSHIPS](#)

- More Options -

Pair a Wreath
Pair a sponsored wreath with a gift to be delivered to your home or to a loved-one or a friend.

In Honor and Memory Of
Sponsor wreaths in honor of living veterans and in memory of those that have passed. Optionally include email or mailed gift cards.

Grave Specific
Request that our volunteers honor and remember a veteran by placing a wreath on a specific grave. Only available at designated cemeteries.

Click here to select the location for your Grave Specific Request.

If the location is able to accept Grave Specific Requests, it will be listed under More Options. Click there to complete your request.

Grave Specific Requests ONLINE

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.

Grave Specific

702 Xventures (NV0116) supporting NVSVMB - Southern Nevada Veterans Memorial Cemetery

Was there a special veteran in your life? A family member? A friend? We're on a mission to remember, honor and teach about these American heroes. Join us by sponsoring a wreath & we'll ensure that their sacrifice is remembered yet again.

[Learn More](#)



\$17.00

☒ Want to send wreaths as gifts or honor multiple veterans? [Learn More](#)

Who Should Place Your Wreath?:

☐ Place Yourself: I will place this remembrance wreath

☐ A Volunteer: Please have a volunteer place this wreath for me

First Name (of Person to Honor and Remember):

Last Name (of Person to Honor and Remember):

Served in/as:

Choose Options

Date of Birth (optional):

Date of Passing (optional):

Section in Cemetery (optional):

Important: If you'd like to make a grave-specific request, please be sure to provide us with all applicable details below. Not all locations are able to accommodate grave-specific requests, but our volunteers do their very best to honor your wishes.


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 MAILED



WREATHS across AMERICA

2023 Wreath Sponsorship Grave Specific Order Form



Sponsored wreaths are placed on grave markers at state and national veterans' cemeteries, as well as at local and community cemeteries each December for National Wreaths Across America Day.

Your donation will ensure the placement of a veteran's wreath for one or more veterans laid to rest at the participating location of your choice.

All sponsored veteran wreaths are shipped directly to the location selected by the sponsor on this form. Wreaths are not shipped to individual wreath sponsors.

Please make checks payable to:
Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

Call 877-385-9504 with any questions.
Thank you for your sponsorship and joining us in our mission to Remember, Honor and Teach!

SPONSORSHIP TYPE	PRICE	QUANTITY	TOTAL
Individual = 1 Wreath	\$17.00		
Family = 4 Wreaths	\$68.00		
Small Business = 10 Wreaths	\$170.00		
Corporate = 100 Wreaths	\$1,700.00		

For quicker processing and the convenience of paying with a credit card, debit card, Google Pay, or PayPal, veteran wreaths may be sponsored online by scanning the QR Code above or by visiting: [\(Insert direct link to group page and update the QR code\)](#)

You should be the only one to enter your credit card information at checkout on the Wreaths Across America website. For your security, do not share this information with anyone else who offers to place an order for you. To verify the validity of the QR Code, always check that [wreathscrossamerica.org](#) is part of the web address when sponsoring wreaths online.

If you prefer to pay with a check, please complete this form and mail it along with your check to Wreaths Across America at the address listed in the box above.

To split your donation between multiple groups and/or locations, please list the IDs and dollar amounts for each.

CHECK #	CHECK DATE	SPONSOR NAME FOR DISPLAY <i>If different than name on check.</i>
GROUP ID(s)		EMAIL ADDRESS
LOCATION ID(s)		PHONE #
DOLLAR AMOUNTS(s)		MAILING ADDRESS

SPECIAL REQUESTS

Please note in memory/honor of requests do not place a wreath on a specific loved one's grave.

GRAVE SPECIFIC REQUEST	IN MEMORY OF REQUEST	IN HONOR OF REQUEST
You will receive an email from WAA requesting the Grave Specific information. You must respond to that email if you would like a wreath placed on your loved one's grave. **Grave Specific Requests must be received at WAA-HQ by November 20th to be placed in 2023.**	The "In Memory Of" Name will be listed on the Wreaths Across America online Remember Wall, along with your personal message.	An email will be sent to your chosen recipient from Wreaths Across America letting them know of your donation of sponsored veteran wreaths in their honor.
VETERAN NAME	NAME FOR MEMORY WALL POST	RECIPIENT NAME
SPONSOR EMAIL ADDRESS	SPONSOR EMAIL ADDRESS	RECIPIENT EMAIL ADDRESS
SPONSOR PHONE #	MESSAGE (optional)	MESSAGE (optional)

Thank you for supporting our mission to REMEMBER, HONOR, and TEACH!

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

Dashboard Promote Special Services Manage Libraries

GRAVE SPECIFIC REQUESTS (4) DOWNLOAD

Click Special Services, then Grave Specific to view the Report.

Click Download to export the report to an Excel sheet.

Online orders are automatically added to this report.

Click the + to manually add to the Grave Specific Report. ONLY add those that are not already on the list.

Order Line	Year	Member Live	Veteran Name	Served Or Other	Branch	Cemetery Section	Cemetery Row	Marker Number	Other Identifying Items	Other Instructions	Complete Percentage	Last More Info Message	Last Photo Message	Last Reorder Message	Status	Status Comment	Status By	Status At
1804376 - On	2022	n/a	Roy Bradford	United States Military	Army	n/a	n/a	n/a	n/a	n/a	67 %	n/a	n/a	n/a	1. Not Handled	n/a	n/a	Sep 17, 12:50
5089070 - ma	2022	n/a	Kelly Gore	United States Military	Navy	n/a	n/a	n/a	n/a	n/a	100 %	n/a	n/a	n/a	1. Not Handled	n/a	Julie Bright - fayettevillewaa@gmail.com	Last Mon, 4:12:01 PM
NC0280P - \$1	2022	n/a	Tim Gore	United States Military	n/a	n/a	n/a	n/a	n/a	n/a	100 %	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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!

Grave Specific Requests MANUAL ENTRY

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

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.

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

STEP 3:

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

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.

New Special Services

SPONSOR INFO

Order Line

* Year 2022 > *Enter the Sponsor Name.*

Sponsor Name for Display

LOCATION/GROUP

Group (select) >

* Location NCFACF - Fayetteville Area Veterans > *Enter your Group ID and Location ID.*

SERVICES

* Wall Post ☐

* Card Or Invite ☐

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

* Will Place Myself ☐



VETERAN INFO

Veteran Name Seth Pettit *Enter the veteran's name and as much other additional information as possible.*

Served Or Other United States Military

Branch Army

Veteran Rank

Year Of Service First

Year Of Service Last

* Living Or Passed ☒ Passed ☐ Living ☐ Not Specified *You must select PASSED to enter the Grave Specific details.*

Date Of Birth

Date Of Passing

Cemetery Section

Cemetery Row

Marker Number

Other Identifying Items

Other Instructions

These details are very important!

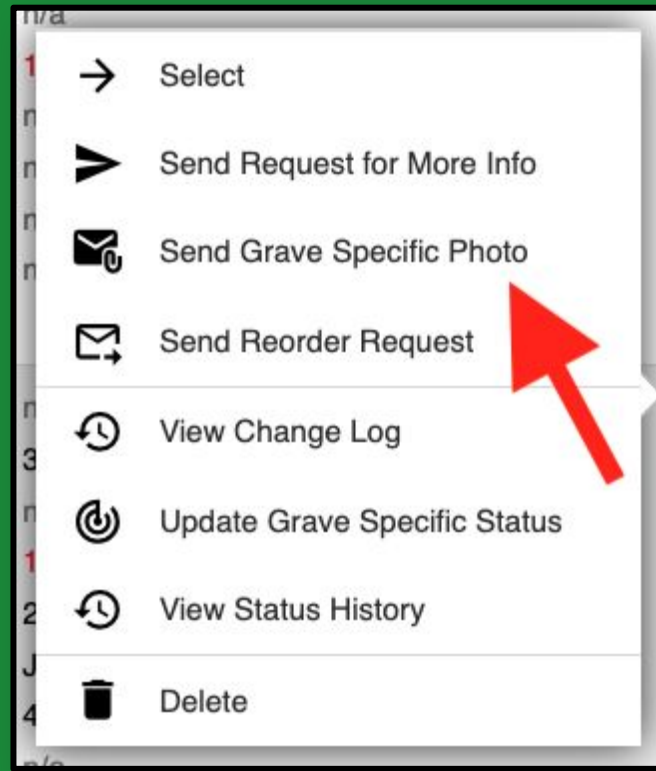
The more info you provide, the easier it will be for the Location Coordinator to fulfill the Grave Specific Request.

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

SERVICE STATUS

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!



A screenshot of a mobile application screen titled 'REVIEW SPECIAL SERVICES'. The screen displays information for an order line: '1815033 - Online - 1152979 - 10/06/22 - 5103063 - J...'. Below this, there are sections for 'SPONSOR INFO', 'LOCATION/GROUP', 'SERVICES', and 'REMEMBER WALL'. The 'SPONSOR INFO' section shows 'Order Line', 'Year' (2022), and 'Sponsor Name for Display' (Julie B.). A red arrow points to 'Julie B.' with the text 'Update the Sponsor Name (If Different from Name on Order)'. The 'LOCATION/GROUP' section shows 'Group' (NC0280P - Fayetteville Area Wreaths for Veterans) and 'Location' (NCFACF - Fayetteville Area Veterans). The 'SERVICES' section has a table with four rows: 'Wall Post' (checked), 'Card Or Invite' (checked), 'Grave Specific' (checked), and 'Will Place Myself' (checked). A red circle highlights these four rows. To the right of the circle is the text 'Make adjustments to these special services, if needed.' Below the 'SERVICES' section is a red box with the text 'STEP 1: Click EDIT to begin making changes, then SAVE to confirm the changes.' A red arrow points to the 'EDIT' button at the bottom right of the screen. The bottom of the screen has three buttons: 'CLOSE', 'DELETE', and 'EDIT'.

SPONSOR INFO	
Order Line	1815033 - Online - 1152979 - 10/06/22 - 5103063 - Julie Bright - NCFACF - NC0280P - \$15.00 - Grave Specific >
Year	2022 >
Sponsor Name for Display	Julie B. Update the Sponsor Name (If Different from Name on Order)

LOCATION/GROUP	
Group	NC0280P - Fayetteville Area Wreaths for Veterans >
Location	NCFACF - Fayetteville Area Veterans >
Group Member	

SERVICES	
Wall Post	<input checked="" type="checkbox"/>
Card Or Invite	<input checked="" type="checkbox"/>
Grave Specific	<input checked="" type="checkbox"/>
Will Place Myself	<input checked="" type="checkbox"/>

Make adjustments to these special services, if needed.

STEP 1: Click EDIT to begin making changes, then SAVE to confirm the changes.

CLOSE DELETE EDIT

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.

1815033 - ONLINE - 1152979 - 10/06/22 - 5103063 - JULIE BRIGHT - NCFACF - N...

VETERAN INFO

Veteran Name	Carl Burr
Served Or Other	Military Spouse or Family
Branch	(select)
Year Of Service First	
Year Of Service Last	
* Living Or Passed	<input checked="" type="radio"/> Passed <input type="radio"/> Living <input type="radio"/> Not Specified
Date Of Birth	
Date Of Passing	
Cemetery Section	Back Right Corner
Cemetery Row	
Marker Number	
Other Identifying Items	Veterans Headstone
Other Instructions	

Click **SAVE** once edits are complete.

CANCEL **SAVE**

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



1815033 - ONLINE - 1152979 - 10/06/22 - 5103063 - JULIE BRIGHT - NCFACF - N...

Other Instructions

Click here to add a new photo.

HELPFUL TIP: When you message the sponsor, you can send them a photo of their loved one's wreath if you use this feature!

PHOTOS

SPECIAL SERVICES PHOTO (2) + NEW PHOTOS See All >

Photo Name	Photo	Wall Photo	Grave Specific Photo
Carl Burr's Wreath		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carl Burr Photo		<input checked="" type="checkbox"/>	<input type="checkbox"/>

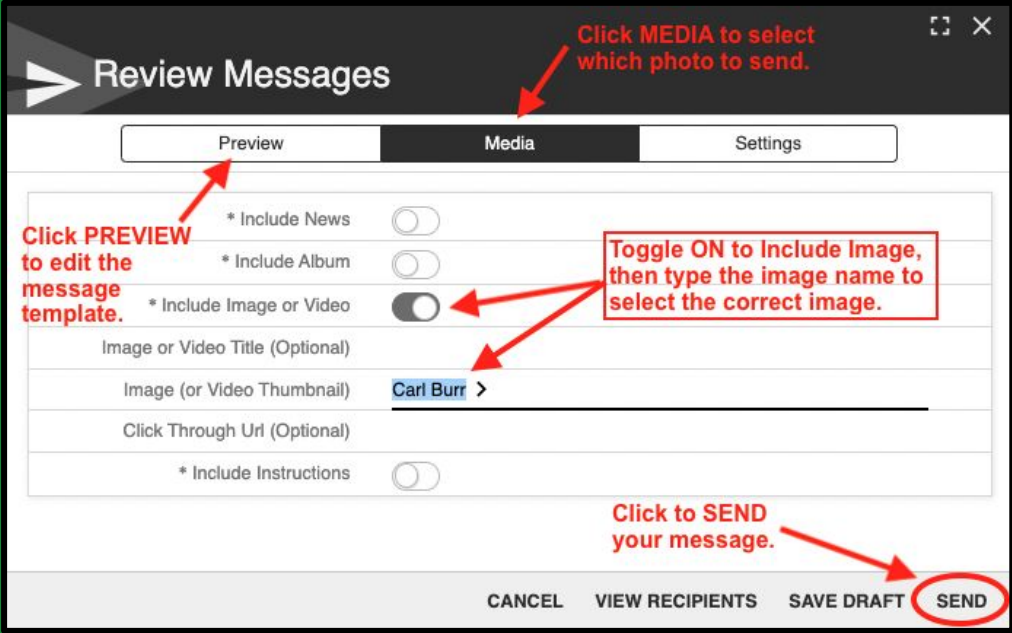
Check here if you want the picture on your Remember Wall.

Always **SAVE** your work!

CANCEL **SAVE**


Message Photos of Grave Specific Requests

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.



The screenshot shows the 'Review Messages' interface with the 'Media' tab selected. Red arrows and text boxes provide instructions: 'Click MEDIA to select which photo to send.' points to the 'Media' tab; 'Click PREVIEW to edit the message template.' points to the 'Preview' tab; 'Toggle ON to Include Image, then type the image name to select the correct image.' points to the 'Include Image or Video' toggle and the 'Image (or Video Thumbnail)' field; 'Click to SEND your message.' points to the 'SEND' button. The 'Image (or Video Thumbnail)' field contains the text 'Carl Burr >'. The 'Include Image or Video' toggle is turned on.

Dear Julie Bright: Thank you so much for your grave specific request for Carl Burr at Fayetteville Area Veterans. I am writing to share the following photo we took when our volunteers placed your wreath:



Thank you very much for supporting our cemetery and allowing us the privilege of remembering your loved one.

Sincerely,
Julie Bright

Region 1 Liaison Team

Terra Delong & Emily Carney

207-578-6277

region1@wreathsacrossamerica.org

Region 2 Liaison Team

Miesa Bland & Janelle Eveld

207-578-6283

region2@wreathsacrossamerica.org

Region 3 Liaison Team

Stephanie Molina & Ana Diaz

207-578-6287

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Region 4 Liaison Team

Amber Rocha & David Koskelowski

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region4@wreathsacrossamerica.org

Region 5 Liaison Team

Tiffany Lynch & Annie Brooks

207-578-6289

region5@wreathsacrossamerica.org



WREATHS *across* AMERICA

Regional Map



Meet the Locations and Groups Team



Julie Bright
Director of Locations & Groups



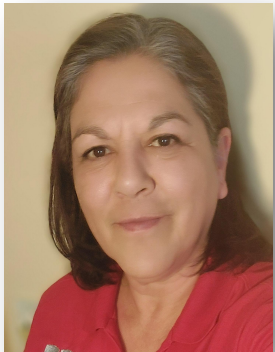
Meagan Erickson
Asst. Director of Locations & Groups



Region 1 Liaison Team
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207-578-6277
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Region 2 Liaison Team
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Richelle Bergeson
Finance Liaison



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Region 5 Liaison Team
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WREATHS *across* AMERICA

THANK YOU

Wreaths Across America