



WREATHS *across* AMERICA

# MAILING ORDERS HOW-TO TUTORIAL

Wreaths Across America

2023



# Mailing Orders: A Few Tips!

- ★ **Checks should be mailed to WAA-HQ in small batches and frequently** – within 30 days of the check date.
- ★ **It's not recommended that you mail cash.** Either deposit the cash and place an online order (on your group page) with those funds or convert the cash into a check or money order, made payable to Wreaths Across America and mail it with an approved Wreath Sponsorship Order Form and Tally Sheet.
- ★ **You will find more available options for ordering ONLINE.** Be sure to use the direct link to your group page so that your group and location receive credit for the orders!
- ★ **Grave Specific Requests are now accepted online AND through the mail!** All mailed Grave Specific Requests must be on the approved Wreaths Sponsorship Grave Specific Form. The sponsor will receive an email requesting more information and they must reply to ensure fulfillment of their Grave Specific Request.
- ★ **If you have any questions or need help, please contact your Regional Liaison Team.**



# How to Mail an Order?

*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:

The NEW Order Forms must be included with all mailed orders!

They can be found on the [Volunteer Resource Page](#) under Order & Notification Forms.

## STEP 2:

Print off the NEW Wreath Sponsorship Order Form AND the Tally Sheet.

You will need both!

## STEP 3:

Complete the Wreath Sponsorship Order Form for EACH check.

Complete the Tally Sheet for the entire batch of checks in the envelope.

Once processed, receipts sent via email to those who provide an email address!

## Mail Checks To:

Wreaths Across America  
PO Box 249  
Columbia Falls, ME 04623

*Checks must be made payable to Wreaths Across America.*

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

# When to Use a Tally Sheet?


All forms submitted must be the approved forms found on the [Volunteer Resource Page](#).

## NEW REQUIREMENT:

Each envelope of checks must include a Tally Sheet.

Make copies of all Tally Sheets prior to mailing.

Do NOT make copies of sponsor checks.

  
WREATHS across AMERICA  
2023 Wreath Sponsorships Tally Sheet

DATE MAILED		MAILED-BY NAME	
EMAIL ADDRESS		PHONE #	
TOTAL # CHECKS		TOTAL \$ AMOUNT	

Please make checks payable to:  
Wreaths Across America  
PO Box 243  
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!

A Tally Sheet should be included in the envelope with each batch of checks and Sponsorship Order Forms. For checks split between multiple groups and/or locations, list the IDs and dollar amounts for each.

Keep a copy of the Tally Sheet for your records, do not make copies of Sponsor checks.

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

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

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

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GROUP ID(s)		EMAIL ADDRESS
LOCATION ID(s)		PHONE #
DOLLAR AMOUNTS(s)		MAILING ADDRESS

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

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

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

If you need help completing a Tally Sheet, your Regional Liaison Team is happy to help!

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





# When to Use a Wreath Sponsorship Form?

All forms submitted must be the approved forms found on the [Volunteer Resource Page](#).

At a minimum, each check in the envelope should be listed on the Tally Sheet.

In addition, if the sponsor has special requests, a Wreath Sponsorship Order Form must also be included.

  
**WREATHS across AMERICA**  
2023 Wreath Sponsorship 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 = 50 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 [wreathacrossamerica.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.*

IN MEMORY OF REQUEST	IN HONOR OF REQUEST
<p>The "In Memory Of" Name will be listed on the Wreaths Across America online Remember Wall, along with your personal message.</p> <p>NAME FOR MEMORY WALL POST</p> <p>SPONSOR EMAIL ADDRESS</p> <p>MESSAGE (optional)</p>	<p>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.</p> <p>RECIPIENT NAME</p> <p>RECIPIENT EMAIL ADDRESS</p> <p>MESSAGE (optional)</p>

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

  
**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		
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Small Business = 50 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 [wreathacrossamerica.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
<p>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.</p> <p><i>**Grave Specific Requests must be received at WAA-HQ by November 28th to be placed in 2023.**</i></p> <p>VETERAN NAME</p> <p>SPONSOR EMAIL ADDRESS</p> <p>SPONSOR PHONE #</p>	<p>The "In Memory Of" Name will be listed on the Wreaths Across America online Remember Wall, along with your personal message.</p> <p>NAME FOR MEMORY WALL POST</p> <p>SPONSOR EMAIL ADDRESS</p> <p>MESSAGE (optional)</p>	<p>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.</p> <p>RECIPIENT NAME</p> <p>RECIPIENT EMAIL ADDRESS</p> <p>MESSAGE (optional)</p>

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

If the sponsor is requesting a Grave Specific wreath, the Wreath Sponsorship Grave Specific Order Form must also be included with the Tally Sheet.

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

# Find More Ordering Options ONLINE

- More Options -



## **Patriot Pairs: Give/Get a Wreath**

Pair a sponsored wreath with a wreath delivered to your home or delivered as a gift 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.

**There are many ways to honor your loved ones with a wreath!**

**Visit your group page to select more ordering options.**

**If you need help placing an order, call our Customer Service team at 877-385-9504!**

**Patriot Pairs and Military Pairs are *only* accepted online.**

# Patriot Pairs and Military Pairs

Patriot and Military Pairs are a great option if you're looking to participate on Wreaths Across America Day and remember the service of a veteran in your family, honor the sacrifice of a military family you know, or teach others about the Wreaths Across America mission at a business or at home!

*This option is only available online.*

## **Patriot Pair - \$34 plus shipping**

ONE sponsored veteran's wreath delivered to a participating location of your choice.

Plus, ONE personal remembrance wreath delivered to the address of your choice.

### **What is a Personal Remembrance Wreath?**

It is a 22" fresh balsam wreath with a red bow, identical to the veteran wreaths placed at each participating location nationwide.

## **Military Pair - \$38.50 plus shipping**

ONE sponsored veteran's wreath delivered to a participating location of your choice.

Plus, ONE military tribute wreath delivered to the address of your choice.

### **What is a Military Tribute Wreath?**

It is a 22" fresh balsam wreath with a red bow, adorned with an American flag and Military Branch flag of your choosing.

# In Honor or In Memory Of

**Sponsor general veteran wreaths "In Honor Of" living veterans or "In Memory Of" those who have passed at the participating location of your choice. You may also request that we send an email or honor card telling someone of your sponsorship!**

***This option is available through the mail and online.***

## **In Honor Of:**

**A *general* veteran's wreath delivered to a participating location of your choice, sponsored "In Honor Of" a living veteran.**

### **What is an Honor Card?**

**It is a ecard that Wreaths Across America will send to a friend or loved-one letting them know that you made this gift in their name. *There is an option to send a physical card for a \$2 mailing fee; only available online.***

## **In Memory Of:**

**A *general* veteran's wreath delivered to a participating location of your choice, sponsored "In Memory Of" a veteran loved-one who has passed.**

### **Will my loved-one receive a wreath?**

**No. Wreaths sponsored "In Memory Of" will be placed on the grave of *any* veteran laid to rest at the location of your choosing. To sponsor a wreath for your loved one's grave, please select the Grave Specific option instead.**



# Grave Specific Requests

Place a wreath (or have it placed on your behalf) at the grave of a veteran loved one by sponsoring a Grave Specific Request!


***This option is available at select locations only.***

### 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)

# More About 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*

## Region 1 Liaison Team

Terra Delong & Emily Carney

207-578-6277

[region1@wreathsacrossamerica.org](mailto:region1@wreathsacrossamerica.org)

## Region 2 Liaison Team

Miesa Bland & Janelle Eveld

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[region2@wreathsacrossamerica.org](mailto:region2@wreathsacrossamerica.org)

## Region 3 Liaison Team

Stephanie Molina & Ana Diaz

207-578-6287

[region3@wreathsacrossamerica.org](mailto:region3@wreathsacrossamerica.org)

## Region 4 Liaison Team

Amber Rocha & David Koskelowski

207-578-6284

[region4@wreathsacrossamerica.org](mailto:region4@wreathsacrossamerica.org)

## Region 5 Liaison Team

Tiffany Lynch & Annie Brooks

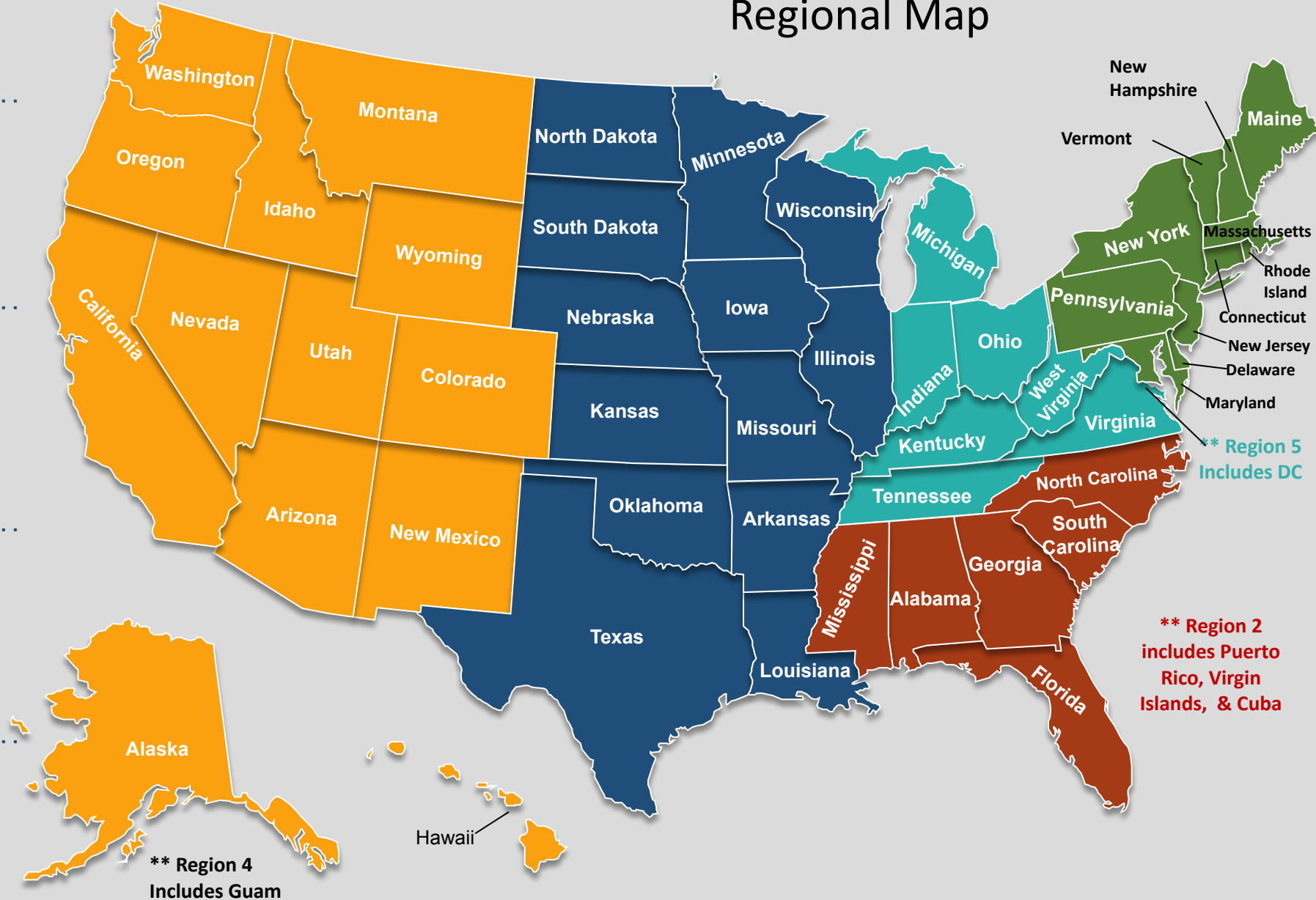
207-578-6289

[region5@wreathsacrossamerica.org](mailto:region5@wreathsacrossamerica.org)



# WREATHS *across* AMERICA

## Regional Map





# Meet the Locations and Groups Team



**Julie Bright**  
Director of Locations & Groups



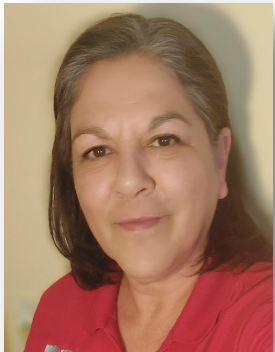
**Meagan Erickson**  
Asst. Director of Locations & Groups



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**Richelle Bergeson**  
Finance Liaison



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**Region 4 Liaison Team**  
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**Region 5 Liaison Team**  
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WREATHS *across* AMERICA

THANK YOU

Wreaths Across America