



WREATHS *across* AMERICA

LOCATIONS & GROUPS WEBINAR SERIES

Wreaths Across America

November 2023

Join us in the Pledge of Allegiance

Led by Madison Bright, age 6



REMEMBER - HONOR - TEACH

WAA 2023 Final Stretch: What to Expect with Cutoff

- ★ Now is the time to do your last big push for the 2023 wreath year! **Cutoff is on Tuesday, November 28th at 11:59pm EST.**
- ★ While we accept sponsorships all year round, the last day that wreaths are guaranteed for delivery in 2023 is the **Cutoff Date**. Any sponsorships received after that date are not guaranteed for delivery this year, but we will do our best to get them on the truck in time. Any wreaths that don't get delivered for placement this year will be added as a credit for the location for next year, giving them a head start for 2024!
- ★ To give you as much time as possible to gather checks, we will email you a **Cutoff Form on Friday, November 24th, that you will fill out only if needed**. It works similarly to an IOU by letting us know you have sponsorship funds on hand, will be mailing them to us prior to December 6th, 2023, and want them included in the wreath shipment for the location this year.



How Many Wreaths Do You Have?

Reach out to your Regional Liaison Team if you have questions about an order!



RESULTS
2023 SO FAR
22 Wreaths Sponsored
73.3% to Goal
8 To Go!

Online
Orders
Process in
24-48 hours

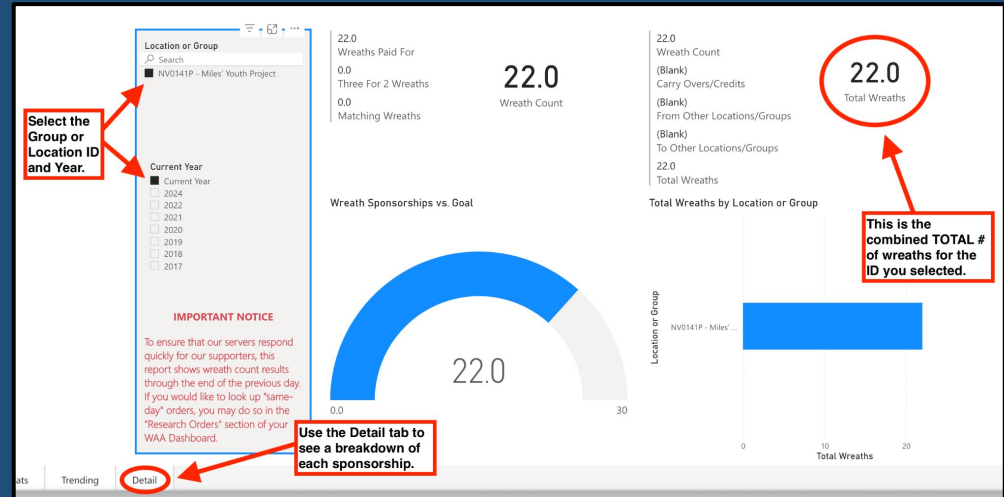
Mailed
orders
process in
3-4 weeks

3 Places to View Orders

Wreath-O-Meter: Shows a live count of orders received.

Wreath Count Report: Is not live and syncs every 24 hrs during scheduled overnight system updates.

Research Orders: Shows a live count of orders received and is where you can individually thank each sponsor.



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Cutoff Instructions

The Cutoff Date is Tuesday, November 28th, 2023 at 11:59pm EST

Mailed Grave Specific Requests must be manually added to the Grave Specific Report on your Dashboard before Cutoff.

Grave Specific Requests are not accepted on Cutoff Forms.

Plan ahead by knowing what to expect for Cutoff:

- **Online orders process quickly!** Do not fill out a Cutoff Form for online orders.
- **For checks you have already mailed to WAA-HQ**, keep an eye on your Wreath Count Report and if those checks are not listed by Tuesday, November 28th, complete a Cutoff Form before 11:59pm EST.
 - ◆ Be sure to take a photo of the Tally Sheet or make a copy of it **BEFORE** you put it in the mail with the checks - you cannot submit a Cutoff Form without it!
 - ◆ If you aren't sure if your checks have been received, contact your Regional Liaison Team for support.
- **For checks you have on hand and want included in your 2023 wreath count**, gather them all together and fill out a Tally Sheet.
 - ◆ Take a photo of the Tally Sheet or make a copy of it - you cannot submit a Cutoff Form without it!
 - ◆ If the funds are for multiple locations, fill out a Tally Sheet for each location. You must complete a separate Cutoff Form for each location, so be sure the funds match what you put on each Tally Sheet.
 - ◆ Complete the Cutoff Form before 11:59pm EST on Tuesday, November 28th, then allow 1 business day to receive your Cutoff Approval Email.
 - ◆ Print the attachment that comes in your Cutoff Approval Email and include it in the envelope with your Cutoff Funds and Tally Sheet. Write "Cutoff" on the front of the envelope to speed up the processing of the orders and mail to WAA-HQ prior to December 6th, 2023.

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Cutoff How-To: Funds Already Mailed

Sometimes mail is slower than expected & we don't receive your funds by Cutoff. Don't worry, we've got you covered!

3 → Is this Cutoff Form for funds you already put in the mail but that have not yet been received by HQ?*

☒ Yes

☐ No

“ If you have funds not yet mailed to HQ, in addition to the funds you mailed in but that have not been received at HQ yet, you must complete a separate cutoff form to report those additional funds for cutoff.

5 → Please check the items included with the funds you mailed in.*

Choose as many as you like

☐ A Tally Sheet

☐ B Sponsorship Form

☐ C Other

☐ D None of These

How to know if your previously mailed funds have been received at WAA-HQ?

- Our entire WAA Team is working hard behind the scenes to process orders quickly, so wait to check the Details tab of your Wreath Count Report until later in the day on Tuesday, November 28th.
- Only fill out a Cutoff Form for mailed funds **NOT** listed on your Wreath Count Report.

What if you have previously mailed funds and funds on hand at Cutoff?

- You must complete the Cutoff Form separately for the previously mailed funds and for the funds on hand.

Do you need to provide proof of previously mailed funds in order to submit a Cutoff Form?

- Yes, you are required to upload a copy of the Tally Sheet that you mailed with the funds you are reporting on the Cutoff Form.

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Cutoff How-To: Multiple Locations

Only submitting funds for one location? Easy! Select 'Yes' then continue to the next question.

6→ Are these Cutoff funds all going to one location? *

☐ Yes

☐ No

7→ Which Location ID are these Cutoff funds for?*

Start typing and then select it from the list.

|Type or select an option

“ If these Cutoff funds are being split between multiple locations, a separate Cutoff Form must be completed for the funds at each separate location. Please continue filling out this form for the first location you are agreeing to send funds for.

What if I have Cutoff Funds for multiple locations?

- If your Cutoff Funds are for multiple locations, fill out a Tally Sheet for each location.
- You must complete a separate Cutoff Form for each location, so be sure the funds match what you put on each Tally Sheet.

How do I report which location the Cutoff Funds are for?

- All participating locations are listed on the Cutoff Form. When you start typing your Location ID, it will pull to the top of the list. Click to select it.

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Cutoff How-To: Group Credit & Total Funds

Be sure to double check that you selected the correct Group ID and entered the right dollar amount!

9 → Which Group ID are these Cutoff funds for?*

Start typing and then select it from the list.

Type or select an option

10 → What is the total dollar amount you are agreeing to send in with this Cutoff Form?*

Enter dollar amount with the decimals included.

Type your answer here...

11 → For this Cutoff Form to be approved, you must upload the Tally Sheet (jpeg, pdf, doc, or xls) for the Cutoff funds that you are agreeing to send WAA by December 6, 2023.*

This is a new requirement to speed up the processing time of your Cutoff funds.



Choose file or drag here

Size limit: 10MB

How do I report which group should get credit for the Cutoff Funds?

- All registered Sponsorship Groups are listed on the Cutoff Form. When you start typing your Group ID, it will pull to the top of the list. Click to select it.
- The plan (\$5 Back, 3-for-2, No Plan) will be displayed by the Group ID.

Should I report Cutoff Funds that I've been promised but have not yet received and do not have on hand?

- No, only the funds that you have on hand should be reported on a Cutoff Form and must be mailed before December 6, 2023.
- Double check that the total dollar amount you enter matches the Tally Sheet for these Cutoff Funds. Don't forget to use decimals!

How do I provide proof of the Cutoff Funds reported on the Cutoff Form?

- Take a photo or make a copy of the Tally Sheet with the funds you are reporting on the Cutoff Form.
- Click the box with the cloud upload button to select the file from your electronic device or drag and drop the file into the box. Accepted file types are jpeg, pdf, doc, or xls.

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Helpful Tips for Cutoff

For your Cutoff Form to get approved, the uploaded Tally Sheet must match the Cutoff Form responses.

STEP 1:

Complete the Cutoff Form before the deadline on November 28th, 2023 at 11:59pm EST

STEP 2:

Watch for your Cutoff Approval Email. This will be sent within 1 business day.

STEP 3:

Mail Cutoff Funds To:

Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

Checks must be made payable to Wreaths Across America.

Cutoff Funds must be mailed to WAA-HQ no later than December 6th, 2023.

Any Cutoff Funds not sent in to cover wreaths shipped will be deducted from future sponsorships received for the Group and Location.

STEP 4:

Patiently wait while the WAA Team processes all of the Cutoff Funds. This is usually finished in February.

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Get Ready For Wreath Day!

If you have questions leading up to Wreath Day, contact your Regional Liaison Team for support!

**Finalize Grave Specific List
and Placement Details!**

**Watch for Emails from
your Regional Liaison Team!**

**Do you have your Ceremonial
Flags?**

**Touch base with contact at
location to confirm logistics.**



**Wreaths will be delivered
during the 2 weeks leading up
to wreath day.**

**Keep your phone close!
Your driver will call
you to coordinate delivery.**

**Respond quickly to emails
from your community.**

**Make sure your page has all the
correct information!**

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WAA Wreath Delivery Logistics

We rely on donated trucking to deliver the wreaths and must work around our trucking partner schedules.

To continue providing free shipping of the wreaths and to prevent delays, it is important that you are ready to receive your delivery at any time in the 2-weeks leading up to wreath day, that you arrange for volunteers to unload the truck, and that you store the wreaths until placement.

- WAA asks that our trucking partners give at least 24-hour notice for delivery, however, that timeframe may be shorter due to unforeseen circumstances.
- We strongly encourage you to prepare a calling tree of volunteers who can be ready to help offload the wreath boxes upon arrival.
- **Location Coordinators are responsible for providing volunteers to unload the truck and securely storing the wreaths** until they are placed on National Wreaths Across America Day.
- When your delivery arrives, it's very important that you count each box as it is offloaded and **only take what is indicated on the Bill of Lading** for your location. If you take more than you should, it will leave other stops short.
- Location Coordinators must **complete the [Delivery Confirmation Form](#)** to notify us that you received your wreaths and alert us of any issues.



Keep the wreaths fresh by storing them somewhere cool, dry, and out of the sun! They are a perishable product and handmade. Some of the needles may become detached during the making, packing, and transportation of the wreaths. Every wreath has tens of thousands of needles and this is normal.

WAA Logistics - Did You Know?

Keep your interactions with drivers professional and reach out to your Regional Liaison Team if you need support.

- ❖ Trucking companies and Owner Operators donate their time, equipment, services, and drivers.
- ❖ The average load is a \$7500 donation to cover fuel, maintenance, lost revenue, and pay.
- ❖ The average # of stops per load is 8 and can take several days to deliver to all stops.
- ❖ Many of our drivers are Veterans and Gold Star Families and are not paid to run WAA loads.
- ❖ Be appreciative of any driver that volunteers to deliver your load and do not request a different driver.
- ❖ Trucking companies and drivers route their loads in order of what is most efficient for them financially and is the best use of time. They will not drive out of their way to come back to you if you refuse your delivery or ask for a different delivery time.
- ❖ Drivers are required to operate under the Federal Department of Transportation rules and are regulated to the number of hours they can work.

- ❖ Drivers make big sacrifices near the holidays by giving up a week of paychecks and time with family. Show your gratitude by being kind and treating them with respect, thanking them for their dedication to the mission!
- ❖ Weather can be unpredictable and our drivers safety is our number one priority. We will not ask someone to drive if it puts their life and career in jeopardy. WAA can be held liable if we force them to drive in inclement weather. Please be patient if your location is affected by unsafe weather conditions.
- ❖ Most loads originate out of Maine, so may take longer than a couple of days to deliver to your location.
- ❖ If you have a problem with your delivery, keep the driver there while you contact your Regional Liaison Team so they can resolve the issue right away.
- ❖ Trucking companies cannot tie up their equipment for the storage of wreaths for any location. If a truck is not moving, they are not making money.

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Check out our new boxes!

We have new boxes that will keep our wreaths nice and round!



- ❖ **Box Size:** 16"W x 26"L x 32"H
- ❖ **Box Weight:** about 40 lbs
- ❖ 12 wreaths per box
- ❖ 18 boxes per pallet
- ❖ 216 wreaths per pallet (865 lbs)
- ❖ **Pallet Size:** 40" x 48" x 98"
- ❖ 30 pallets per 53' truck
- ❖ 540 boxes per 53' truck
- ❖ 6,480 wreaths per 53' truck (38,060 lbs)
- ❖ **100% recyclable boxes** (with a Michelman coating)

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Meet the Locations and Groups Team



Julie Bright
Director of Locations & Groups



Meagan Erickson
Asst. Director of Locations & Groups



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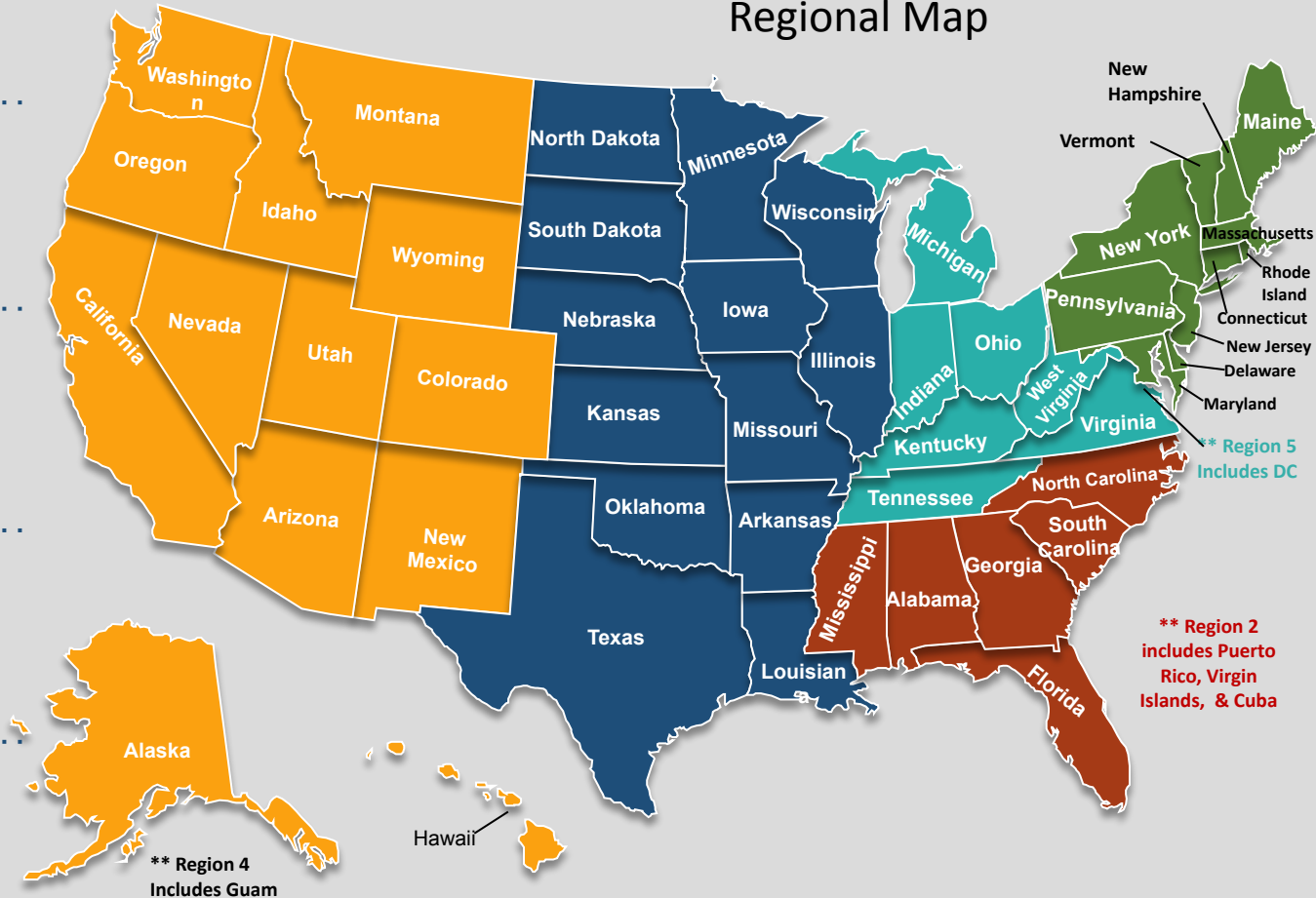
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Regional Map





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THANK YOU!

Wreaths Across America
Locations & Groups Team