



WREATHS *across* AMERICA

LOCATIONS & GROUPS

EDUCATIONAL WEBINAR

Wreaths Across America

April 2024

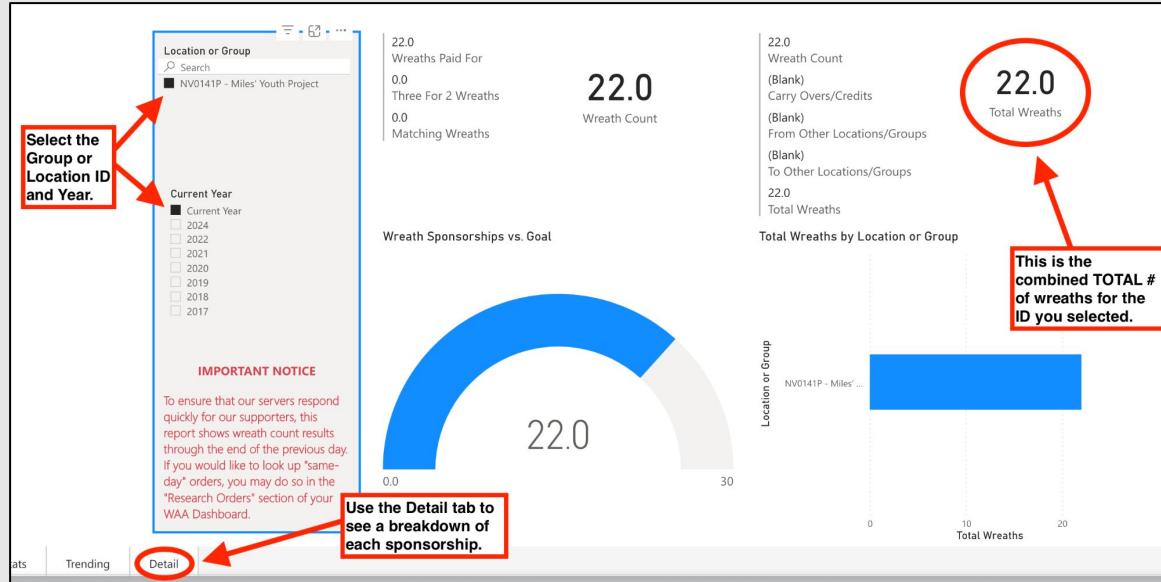
Understanding Your Wreath Count

Order Processing Times

- **Online Orders** process in 24-48 hours.
- **Mailed Orders** will show on the Wreath Count Report within 3-4 weeks if received at WAA-HQ February-October. Mailed orders received November-January take 8-12 weeks to fully process.

3 Places to View Orders and Wreath Count

- **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.



Tips for Faster Order Processing

- **DO** use the direct link for a Sponsorship Group or Location when ordering online. We want you to get credit for your hard work!
- **DO** ensure all checks are made payable to Wreaths Across America, mail them within 30 days of the check date(s), and in small batches.
- **DO** include with checks an approved WAA Order Form or Tally Sheet with the Group ID and Location ID typed in the required sections. Keep a copy of the Order Forms or Tally Sheets prior to mailing (do not copy checks).
- **DON'T** mail cash. A better alternative is to deposit the cash and write a check or place the sponsorship online through your group or location page.
- **DON'T** use colored ink. Black ink is easiest for our scanners to read.
- **DON'T** use staples or paperclips. They can't be scanned and require manual removal, slowing the processing time.

Only use the approved WAA order forms for mailed orders. Find them on the [Volunteer Resource Page](#) under Order & Notification Forms.



Make the Most of Your Wreath-O-Meter



RESULTS

2024 SO FAR

401 Wreaths Sponsored

6.7% to Goal

5,599 To Go!

Set a Sponsorship Goal
to inspire your
community to help out!

Adjust your goal up or
down depending on
support.

The Wreath-O-Meter
turns green and stats
update live as wreaths
are sponsored!

Share your
Wreath-O-Meter
updates on social
media to gather more
support.

NEW Cutoff Dates for 2024



WREATHS *across* AMERICA

2024 NEW CUTOFF DATES

REGION 1

DECEMBER 3RD
AT 11:59PM EST



REGION 2

DECEMBER 3RD
AT 11:59PM EST



REGION 3

DECEMBER 2ND
AT 11:59PM EST



REGION 4

NOVEMBER 29TH
AT 11:59PM EST



REGION 5

DECEMBER 3RD
AT 11:59PM EST



- **While we accept sponsorships all year round, the last day that wreaths are guaranteed for delivery is the Cutoff Date.** Sponsorships received after the Cutoff Date are not guaranteed for delivery this year, but we will do our best to get them on the truck for shipment. 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 2025!
- **To give you as much time as possible to gather checks, we will email you a Cutoff Form a week before the Cutoff Date and 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 within a week of Cutoff, and want them included in the wreath shipment for the location this year.
- **We always recommend making copies of the Tally Sheets and Order Forms that you mail in to help you track the processing of orders.** To submit a Cutoff Form, you will be required to upload a copy of the Tally Sheet or Order Form.
- **Grave Specific Requests are not accepted on Cutoff Forms.** Mailed Grave Specific Requests must be manually added to the Grave Specific Report on your Dashboard before Cutoff.



WREATHS *across* AMERICA

Volunteer Resource Page

Where Can I Find the Volunteer Resource Page?

Visit the main WAA page at www.wreathscrossamerica.org and go to Resources, then Volunteer Resource Page.

What Is The Volunteer Resource Page?

It is your go-to spot for all of the WAA approved (and updated!) order forms, documents, marketing materials, logos, press releases, webinar recordings, and volunteer tutorials.

What If I Want to Customize A Document?

If you would like to customize an image or document, email the draft to your Regional Liaison Team prior to any printing or distribution to get approval from WAA. This is required.

Should I Use a QR Code?

Yes! Be sure to link it to the WAA group page you want to support so they get credit for the orders.



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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Region 2 Liaison Team
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Richelle Bergeson
Finance Liaison



Region 3 Liaison Team
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Region 5 Liaison Team
Tiffany Lynch & Annie Brooks
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WREATHS *across* AMERICA

Regional Map

Region 1 Liaison Team

Terra Delong & Emily Carney

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Region 2 Liaison Team

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Region 3 Liaison Team

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Region 4 Liaison Team

Amber Rocha & David Koskelowski

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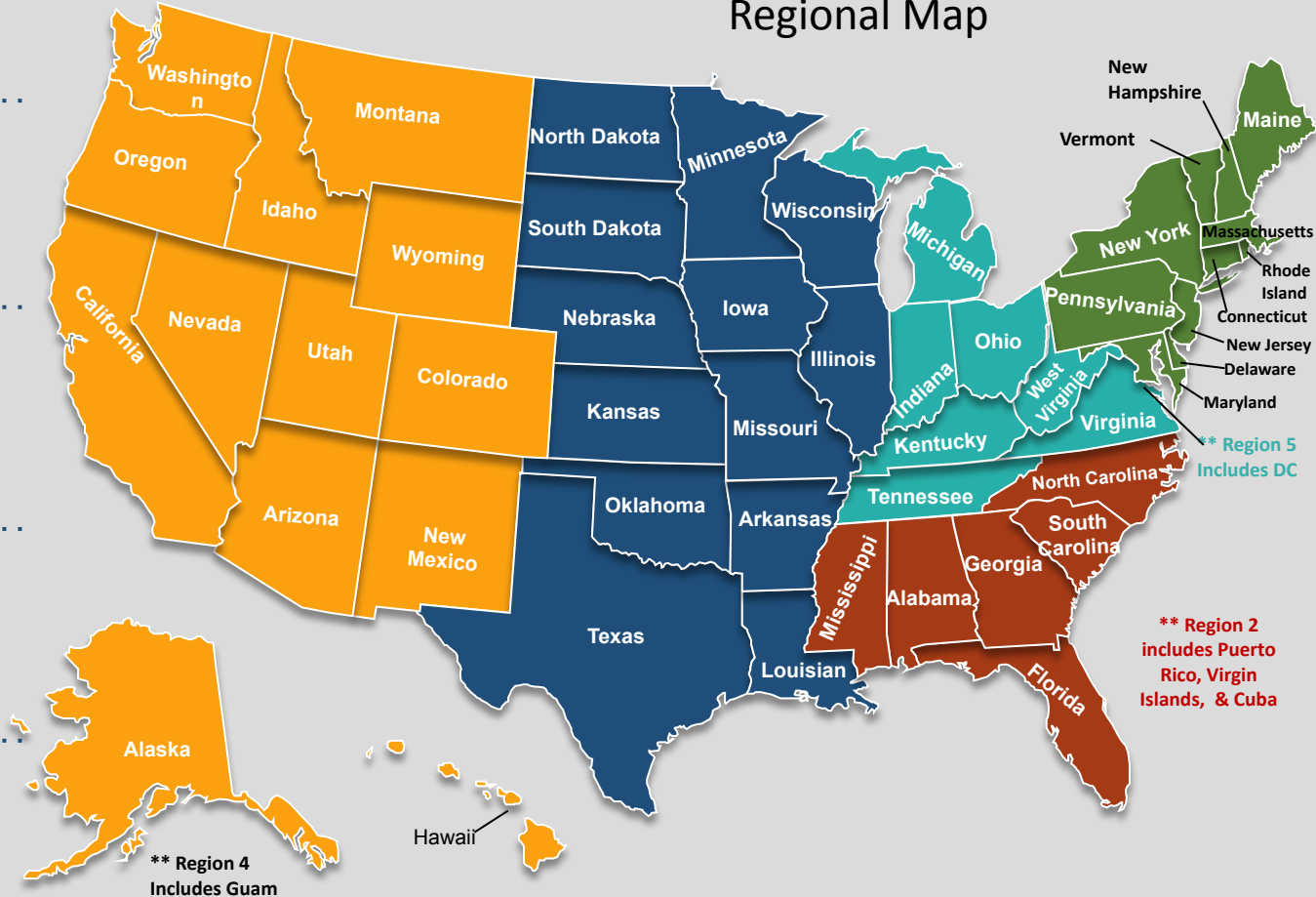
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Region 5 Liaison Team

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THANK YOU!

Wreaths Across America

Locations & Groups Team