



WREATHS *across* AMERICA

MAILING ORDERS HOW-TO TUTORIAL

Wreaths Across America

How to Get Credit for Sponsored Wreaths?

Your group will only receive credit for donations made through your group.

Once each order is fully processed, you can view the details of it on the Dashboard Reports.

Sponsors have 60 days to make a change to their order.

There are 3 ways to sponsor veteran wreaths!



Online: For your group to get credit for online orders, sponsors must go to your group page and click the red button under your group name that says 'Sponsor Wreaths'. Sponsors can securely pay with a credit/debit card, GooglePay, or Paypal! Orders process in 24-48 hours.



Mail: Your Sponsorship Group will get credit for wreath sponsorships mailed with a check and the approved order forms that have your Group ID and the Location ID printed on them. This is a great option for sponsors who want to write a check! Orders process in 3-4 weeks for checks received February through October, and 8-12 weeks for checks received November through January.



Phone: Sponsors who need extra assistance placing their order can call WAA at 877-385-9504. For your group and location to get credit, they must provide your Group ID and the Location ID. Orders process in 24-48 hours.

Your Group ID, Location ID, and the direct link to your WAA group page are in your Confirmation email.

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, 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](#).

REQUIRED:

- 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
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 249
Columbia Falls, ME 04623

Call 877-385-9504 with any questions.
Thank you for your sponsorship and for 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 <i>If different than name on check.</i>	
GROUP ID(s)				EMAIL ADDRESS	
LOCATION ID(s)				PHONE #	
DOLLAR AMOUNTS(s)				MAILING ADDRESS	

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	

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	


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When to Use a Wreath Sponsorship Form?

All forms submitted must be the approved forms found on the Volunteer Resource Page.

Each check in the envelope should be listed on the Tally Sheet.

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



WREATHS across AMERICA

Wreath Sponsorship Order Form

Add QR Code Here

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.

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.

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	

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

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

IN HONOR OF REQUEST	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.
RECIPIENT NAME	
RECIPIENT EMAIL ADDRESS	
MESSAGE (optional)	

GRAVE SPECIFIC 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 no later than the Cutoff Date.*

NAME FOR MEMORY WALL POST	
SPONSOR EMAIL ADDRESS	
MESSAGE (optional)	
VETERAN NAME	
SPONSOR EMAIL ADDRESS	
SPONSOR PHONE #	

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The "In Memory Of" Name will be listed on the Wreaths Across America online Remember Wall, along with your personal message.

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MESSAGE (optional)	

RECIPIENT NAME	
RECIPIENT EMAIL ADDRESS	
MESSAGE (optional)	

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

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



WREATHS across AMERICA

Wreath Sponsorship Grave Specific Order Form

Add QR Code Here

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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.

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GROUP ID(s)				EMAIL ADDRESS	
LOCATION ID(s)				PHONE #	
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SPONSOR EMAIL ADDRESS	
MESSAGE (optional)	

RECIPIENT NAME	
RECIPIENT EMAIL ADDRESS	
MESSAGE (optional)	

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NAME FOR MEMORY WALL POST	
SPONSOR EMAIL ADDRESS	
MESSAGE (optional)	
VETERAN NAME	
SPONSOR EMAIL ADDRESS	
SPONSOR PHONE #	

IN MEMORY OF REQUEST

The "In Memory Of" Name will be listed on the Wreaths Across America online Remember Wall, along with your personal message.

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SPONSOR EMAIL ADDRESS	
MESSAGE (optional)	

RECIPIENT NAME	
RECIPIENT EMAIL ADDRESS	
MESSAGE (optional)	

IN HONOR OF REQUEST


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.

NAME FOR MEMORY WALL POST	
SPONSOR EMAIL ADDRESS	
MESSAGE (optional)	

RECIPIENT NAME	
RECIPIENT EMAIL ADDRESS	
MESSAGE (optional)	

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

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 WREATHS across AMERICA

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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.



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 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

Find More Ordering Options ONLINE

ONLINE Customization Options

- ❖ Sponsors can choose to add any of the following customizations by checking the box next to their desired option:

- Grave Specific Request
- Remember Wall Post
- Pair Wreaths
- e-Card or Mailed
- In Honor/Memory Of

IMPORTANT

For a Sponsorship Group to receive credit, sponsors must use the direct link to their WAA Sponsorship Group page to place an online order.

SPONSORSHIP

\$17



What does it mean to sponsor a wreath? Sponsoring a veteran's wreath is a personal gift of gratitude and remembrance for someone who served this country so that we can be free.

Your sponsorship supports the yearlong mission to remember the fallen, honor those who serve, and teach the next generation the value of freedom, while making new and existing free programs available to the masses. With each sponsorship made, a veteran's wreath will be placed to honor an American hero at participating locations this year on National Wreaths Across America Day.

With each veteran's wreath placed by a volunteer, we ask that they "say their name" to ensure that

- ✓ 1. Wreaths to Sponsor
- ✓ 2. Sponsorship Group to Support
- ✓ 3. Location to Place Your Wreaths
- 4. Choose Customizations (Optional)

i If you want to customize your veterans' wreaths sponsorship, you may optionally select your customizations below. To learn more about each customization, click the "i" icon next to the customization. After making your selections, click **Next >** to continue.

- ☐ Grave Specific: Request a wreath to be placed on a *specific* grave. **i**
- ☐ Remember Wall: Post a *photo* or *message* on our Remember Wall webpage. **i**
- ☐ Pair Wreaths: Send additional wreath(s) to a home address. **i**
- ☐ e-Card or Mailed: Send an e-Card or mail a card to a loved one or friend. **i**
- ☐ In Honor/Memory Of: Sponsor *in honor of* a living veteran or *in memory of* one who has passed. **i**

< PREVIOUS

NEXT >

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Region 5 Liaison Team

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WREATHS *across* AMERICA

Regional Map



Meet the Locations and Groups Team



Julie Bright
Director of Locations & Groups



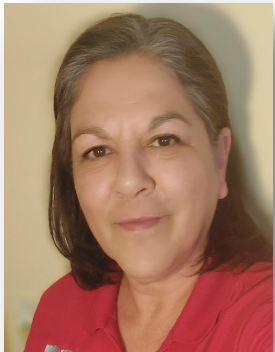
Meagan Erickson
Asst. Director of Locations & Groups



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WREATHS *across* AMERICA

THANK YOU

Wreaths Across America