

LOCATIONS & GROUPS

EDUCATIONAL WEBINAR



WREATHS *across* AMERICA

October 2024

How to Get Credit for Sponsored Wreaths

→ ONLINE ORDERS

- ◆ Sponsors must visit your group or location page and click the 'Sponsor Wreaths' button.
- ◆ Secure payment methods: Credit/Debit Card, Google Pay, or PayPal.
- ◆ Processing time: 24-48 hours.

→ MAILED ORDERS

- ◆ Sponsors must mail a check made out to Wreaths Across America with the approved WAA Order Form that includes your Group ID and Location ID.
- ◆ Processing time:
 - February-October: 3-4 weeks
 - November-January: 8-12 weeks

→ PHONE ORDERS

- ◆ Sponsors can call 877-385-9504 for assistance.
- ◆ They must provide your Group ID and Location ID.
- ◆ Processing time: 24-48 hours.

IMPORTANT

Sponsorship Groups get credit only for orders processed through their group. Sponsors have 60 days to make changes if they place an order incorrectly. You can view all processed orders in the WAA Dashboard Reports. *For support, contact your Regional Liaison Team.*



How to Order Online

Step-by-Step Instructions


- ❖ Click the red Sponsor Wreaths button.
- ❖ Select the number of wreaths to sponsor.
- ❖ Choose the sponsorship group to support.
- ❖ Pick the location for wreath placement.
- ❖ Add any customizations.
 - Grave Specific Request
 - Remember Wall Post
 - Pair Wreaths
 - e-Card or Mailed
 - In Honor/Memory Of
- ❖ Confirm and add to cart.
- ❖ Checkout or add more sponsorships before completing the order.

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 the legacy of duty, service, and sacrifice is never forgotten.

Did you know that Wreaths Across America now offers recurring sponsorships? You can choose how often you'd like to contribute, with the flexibility to pause or cancel anytime! Sign up today by completing this form: <https://tinyurl.com/rz3scrb1>

1. Wreaths to Sponsor

1 WREATH

5 WREATHS

12 WREATHS

CUSTOM

Please select the number of veterans' wreaths you would like to sponsor or click **CUSTOM** to select your preferred number of *wreaths, dollars or boxes*.

NEXT >

2. Sponsorship Group to Support

3. Location to Place Your Wreaths

4. Choose Customizations (Optional)

Confirm & Add to Cart



Choose a Group & Location to Support

Select a Group to Support

- ❖ Your Sponsorship Group is **automatically selected** for the sponsor if they used the **direct link** to your groups WAA page.

Choose a Location for Wreath Placement

- ❖ Sponsors can choose where the wreaths will be placed by selecting a Location.
 - If your group supports one location, it will be **automatically selected**.
 - If your group supports multiple locations, sponsors can choose from the dropdown. *Your primary location will be listed first.*
 - If the sponsor wants a wreath placed at a location that's not listed, they can search for and select another location.
- ❖ Sponsors will also see key details about their selected location, including the address, ceremony info, and whether grave-specific requests are accepted, as well as how many wreaths are sponsored and how close they are to meeting their goal.

2. Sponsorship Group to Support

● Please click the **Next >** button below to confirm that NV0116 - 702 Xventures, Near Las Vegas, NV is the Sponsorship Group that you want to support.

Your Sponsorship Group

NV0116 - 702 Xventures
Near Las Vegas, NV

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3. Location to Place Your Wreaths

● Please click the **Next >** button to confirm that you want your sponsored wreaths placed at NVSVMB - Southern Nevada Veterans Memorial Cemetery, Boulder City, NV 89005, United States. Alternatively, you can (1) choose a location from the [dropdown list](#) below to choose a location assigned to NV0116 - 702 Xventures sponsorship group or (2) click the [OR Search All Locations](#) link below to choose any of our more than 4,600 participating locations. Note the group shown in the previous step will receive credit for your sponsorships even if you choose another location.

Choose Your Location
NVSVMB - Southern Nevada Veterans Memorial Cemetery, Bou

Location Where Your Wreaths Will Be Placed

NVSVMB - Southern Nevada Veterans Memorial
Cemetery
1900 Veterans Memorial Dr.
Boulder City, NV 89005, United States
Full Ceremony
Accepting Grave Specific
December 14, 2024 at 09:00 am (Wreath
Placement Immediately Following Ceremony)

1,421 Wreaths Sponsored
4.1% to Goal
33,579 To Go!

[OR Search All Locations](#)

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Ways to Customize

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

Wreaths can also be sponsored without any customizations. Simply click Next to skip this step.

SPONSORSHIP

\$17



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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)

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

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WREATHS *across* AMERICA

Grave Specific Requests

If the selected location accepts Grave Specific Requests, sponsors can request to have a wreath placed on a specific grave.

Choose Placement Option

- ❖ Sponsor may place the wreath themselves.
- ❖ Sponsor may request to have a volunteer place it for them.

Required Information

- ❖ Veteran's First and Last Name

Optional (but helpful!) Information

- ❖ Veteran's Branch of Service
- ❖ Military Rank
- ❖ Date of Birth
- ❖ Date of Passing
- ❖ Gravesite Information (Section, Row, and/or Marker Number)

5. Grave Specific Request

● Please select whether you would like to place your sponsored veteran's wreath yourself or have a volunteer place it for you. Then, input the specific information regarding the veteran being remembered into each field below. If there is any additional information you would like to offer in helping to *identify the correct gravesite*, please enter it into the text box under "Additional Info to Identify Gravesite Location (Optional)." Please click **Next >** to continue.

I would like my wreath placed by:

- ☐ A volunteer
☒ I will place myself

Gravesite Info

U.S. Veteran	
Veteran Name	
Military Branch	
Military Rank	
Date of Birth MM/DD/YYYY	Date of Passing MM/DD/YYYY

Gravesite Information

Section	Row	Marker
---------	-----	--------

Additional Info to Identify Gravesite Location (Optional)

B I U S A - / | | | | | < >

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Patriot and Military Pairs

For sponsors looking to participate in National Wreaths Across America Day and honor a veteran or military family, the Patriot and Military Pairs are a meaningful way to get involved and share the mission with others!

Patriot Pair - \$34 + Shipping

- ❖ One sponsored veteran's wreath delivered to a participating location of your choice.
- ❖ One personal remembrance wreath delivered to the address of your choice.
 - **What is a Personal Remembrance Wreath?** A 22" fresh balsam wreath with a red bow, identical to the veteran wreaths placed nationwide.

Military Pair - \$38.50 + Shipping

- ❖ One sponsored veteran's wreath delivered to a participating location of your choice.
- ❖ One military tribute wreath delivered to the address of your choice.
 - **What is a Military Tribute Wreath?** A 22" fresh balsam wreath with a red bow, adorned with an American flag and a Military Branch flag of your choice.

5. Configure Paired Wreath

● Please select the pair style of the wreath that will be sent to the recipient designated below, in addition to the sponsored veteran's wreath that will be placed on a gravesite. Then, input the name and address of the recipient, shipping date of delivery, and shipping method. Please click **Next** > to continue.

Choose Your Pair Style



Recipient Name & Address

Recipient Name

Address

Suite, Apt #, PO Box, etc.

City, State Postal Code

☐ Recipient Mobile Phone

**Please note that this is the address where your 1 "paired" wreath will be shipped. The sponsored veteran's wreath will be sent directly to the participating location you chose to support.*

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In Honor/In Memory Of

For sponsors wishing to honor a living veteran or remember a loved one who has passed, sponsoring a general veteran wreath "In Honor Of" or "In Memory Of" at a participating location is a meaningful way to contribute.

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?** *An eCard that Wreaths Across America will send to a friend or loved one, letting them know you've made this gift in their name. You can also choose a physical card for a \$2 mailing fee (online only).*

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 at the location of your choosing. To sponsor a wreath for your loved one's grave specifically, please select the Grave Specific option.*

The screenshot displays a multi-step process for sponsoring a wreath. The steps are listed in a green sidebar on the left:

- 1. Wreaths to Sponsor
- 2. Sponsorship Group to Support
- 3. Location to Place Your Wreaths
- 4. Choose Customizations (Optional)
- 5. In Honor/Memory of a Specific Veteran

Below the steps, a note states: "To designate your sponsorship to be 'In Honor Of' or 'In Memory Of' a particular veteran or relative, please provide that veteran's information below. Please click **Next** > to continue."

The main content area is titled "Choose In Honor Of Memory Of" and contains two radio buttons:

- ☐ In Honor Of
- ☒ In Memory Of

Below the radio buttons is a section titled "Provide Veteran Info" with four input fields:

- U.S. Veteran (dropdown menu)
- Veteran Name
- Military Branch
- Military Rank

At the bottom of the form are two buttons: "< PREVIOUS" and "NEXT >".

Other Options

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

Remember Wall Post

- ❖ Sponsors can honor their veteran loved one by sharing their memory on our Remember Wall.
 - Sponsors can post a photo or message dedicated to them on our Remember Wall page, celebrating their service and legacy.

e-Card/Mailed Card

- ❖ Sponsors can notify a specific recipient about their wreath sponsorship with one or more of the following options:
 - **e-Card:** A digital card sent via email to let someone know about your sponsorship.
 - **Mailed Card:** A physical card sent through the mail for a \$2 fee, informing the recipient of your thoughtful gift.
 - **Mobile SMS Text Message:** A direct text message to quickly reach the recipient.

5. Configure Wall Post

Please choose whether you would like to post a message to the Remember Wall with or without a photo, and then provide the rest of the details for your wall post. If you decide to post with a photo, you can preview how your post will look by clicking the **Preview** button after providing your photo. When finished, please click **Next >** to continue.

☒ Post With Photo
☐ Post With Message Only

Click to configure your photo, either drop your photo below or click **BROWSE** and center and size your photo so it displays properly on the Remember Wall.

Drag & Drop your image here or **BROWSE**

In Memory Of:

U.S. Veteran:

Veteran Name:

Military Branch:

Military Rank:

By: My Name (optional)

B I T U G A **1234567890**

< PREVIOUS **NEXT >**

3. e-Card and/or Mailed Card

Please select if you would like to send your message via Email, Mobile/SMS, and/or Mail. Then, after completing the fields below, click **Next >** to continue.

Send Via (Check All that Apply)

☐ Email
☐ Mobile/SMS
☐ Mail (+ \$2.00)

All Veterans

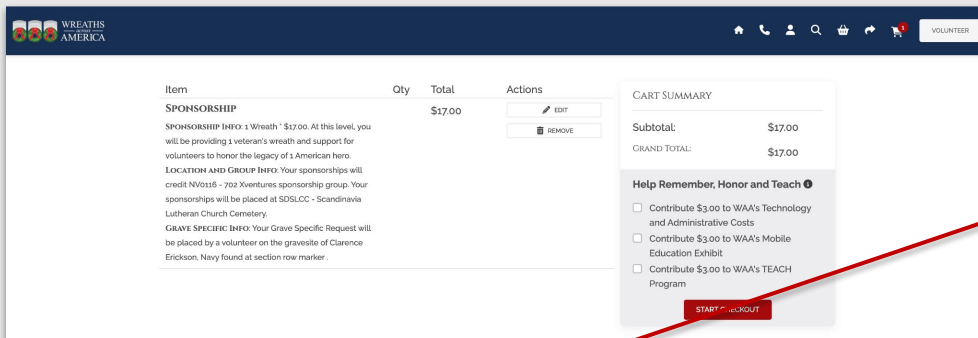
All Veterans

In Honor Of

In Memory Of

< PREVIOUS **NEXT >**

Checkout is Easy!



Item	Qty	Total	Actions
SPONSORSHIP INFO: 1 Wreath * \$17.00. At this level, you will be providing 1 veteran's wreath and support for volunteers to honor the legacy of 1 American hero. LOCATION AND GROUP INFO: Your sponsorships will credit NV0116 - 702 Xventures sponsorship group. Your sponsorships will be placed at SDSLCC - Scandinavia Lutheran Church Cemetery. GRAVE SPECIFIC INFO: Your Grave Specific Request will be placed by a volunteer on the gravesite of Clarence Erickson, Navy found at section row marker.		\$17.00	EDIT REMOVE

CART SUMMARY
Subtotal: \$17.00
GRAND TOTAL: \$17.00
Help Remember, Honor and Teach
☐ Contribute \$3.00 to WAA's Technology and Administrative Costs
☐ Contribute \$3.00 to WAA's Mobile Education Exhibit
☐ Contribute \$3.00 to WAA's TEACH Program
[START CHECKOUT](#)

A Few Tips for Checkout

→ Email Address

- ◆ The sponsor must enter their own email address at checkout.
- ◆ Sponsors may consider creating an account with a login for quicker and more efficient checkout on future orders.

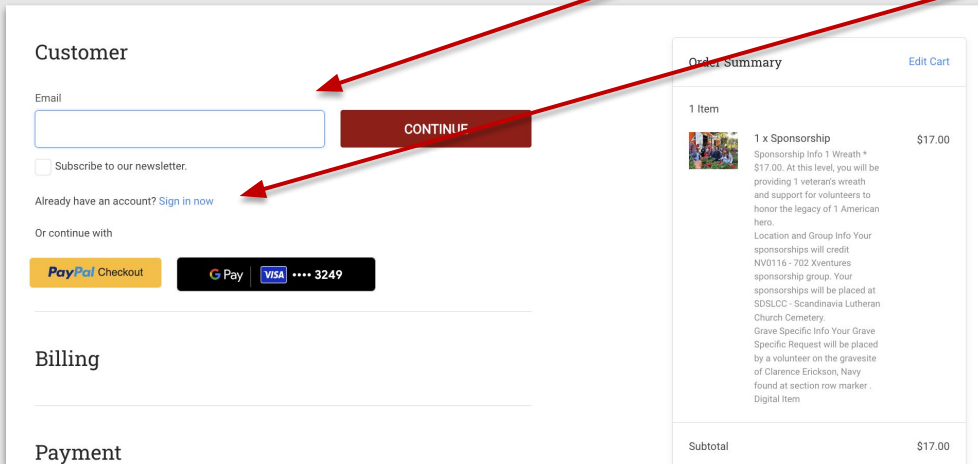
Payment Processing

→ Payment Options:

 Sponsors can pay securely with Credit/Debit Card, Google Pay, or PayPal.

- ◆ A receipt will be emailed to the sponsor once the order is complete.

→ Billing Address:


 The billing address entered on your order must match the billing address associated with your payment method. This helps to prevent any processing issues and ensures a smooth transaction.

Customer
Email

[CONTINUE](#)
☐ Subscribe to our newsletter.
Already have an account? [Sign in now](#)
Or continue with
[PayPal Checkout](#) [Google Pay](#) [VISA](#) **** 3249

Billing

Payment

Order Summary [Edit Cart](#)
1 Item
 1 x Sponsorship
Sponsorship Info 1 Wreath * \$17.00. At this level, you will be providing 1 veteran's wreath and support for volunteers to honor the legacy of 1 American hero. Location and Group Info Your sponsorships will credit NV0116 - 702 Xventures sponsorship group. Your sponsorships will be placed at SDSLCC - Scandinavia Lutheran Church Cemetery. Grave Specific Info Your Grave Specific Request will be placed by a volunteer on the gravesite of Clarence Erickson, Navy found at section row marker. Digital Item
Subtotal \$17.00

Wreath-O-Meter



RESULTS

2024 SO FAR

162 Wreaths Sponsored

8.1% to Goal

1,838 To Go!

Visual Progress Tracker

- ❖ **What It Does:** Displays a dynamic meter on your WAA page.
- ❖ **How It Works:** Turns green as wreaths are sponsored, providing a visual representation of your progress.
- ❖ **Encourages Engagement:** Motivates your community by showing how close you are to your goal.
- ❖ **Boosts Morale:** Inspires supporters to help achieve your goal.

Motivational Tool

- ❖ **Initial Goal:** Set a realistic goal based on your community's potential support.
- ❖ **Lowering the Goal:** If the initial goal seems too ambitious, it's okay to adjust it to something more achievable.
- ❖ **Increasing the Goal:** If your community is rallying strong, consider raising your goal by 10%. This can challenge your supporters and drive even more contributions.

Stay flexible, and regularly check then adjust your sponsorship goal to keep the momentum with your community!



Planning Your Wreath-Laying Ceremony

For locations with fewer than 5,000 veterans, early planning is key to a successful event. Starting early ensures that the focus remains on creating a memorable event.

Plan it Out

- ❖ **Create a Task List:** Outline all the tasks and set check-in dates to track progress.
- ❖ **Build Your Volunteer Team:** Recruit a team and delegate tasks to ensure everything is handled.
- ❖ **Engage with Sponsorship Groups:** Keep in touch with your sponsors throughout the year. Encourage their participation on National Wreaths Across America Day and express your gratitude for their support.
- ❖ **Reach Out to Local Businesses:** Seek Corporate Sponsors for wreath sponsorships, grants, and in-kind donations like supplies and equipment.
- ❖ **Customize Your WAA Page:** Update your page with event details so your community knows exactly what to expect. Use Page Alerts to keep everyone informed.

Use Volunteer Resources

Access **Planning** materials & templates on our [Volunteer Resource Page](#)!



Key Tasks for the Wreath-Laying Ceremony

Grave Specific Requests: Organize requests, assign volunteers, and communicate with families to ensure proper wreath placement.

Ceremony Planning & Supplies: Plan ceremony details, including speakers, sound, music, and ceremonial wreath placement. Gather necessary donations such as chairs, sound system, refreshments, and waste receptacles.

Wreath Delivery & Distribution: Coordinate the delivery, unloading, and counting of wreaths, collaborate with cemetery staff for section coverage, and manage wreath staging and distribution.

Event Logistics & Clean-Up: Handle seating, parking, traffic control, and volunteer coordination for smooth operations. Plan for post-event clean-up and wreath disposal/recycling.

HOW DO YOU PLAY A PART IN THE MISSION TO
REMEMBER, HONOR, TEACH?



WREATHS *across* AMERICA



WREATHS *across* AMERICA

Wreath Boxes

Wreath Box & Pallet Information

- ❖ **Box Size:** 16" W x 26" L x 32" H
- ❖ **Box Weight:** ~40 lbs
- ❖ **Wreaths per Box:** 12 wreaths
- ❖ **Boxes per Pallet:** 18 boxes
- ❖ **Wreaths per Pallet:** 216 wreaths (~865 lbs)

Pallet & Truck Details

- ❖ **Pallet Size:** 40" W x 48" L x 98" H
- ❖ **Pallets per 53' Truck:** 30 pallets
- ❖ **Boxes per Truck:** 540 boxes
- ❖ **Wreaths per Truck:** 6,480 wreaths (~38,060 lbs)
- ❖ **Note:** The number of wreaths per truck may vary based on truck type (refrigerated or dry) and size, typically averaging 5,400 to 6,400 wreaths.



Hand-Crafted Wreaths

Each wreath is hand-crafted, making every one unique. Some needle loss is normal due to the perishable nature of the wreaths.

Wreath Details

- ❖ **Frames:** Steel, coated to prevent residue; 10.5" diameter.
- ❖ **Greens:** Fresh balsam fir from Maine; attached with 7 gauge wire (.138").
- ❖ **Diameter:** Full 22" diameter.
- ❖ **Ribbon:** 7 inches wide by 14 inches long.

Wreath Clean Up & Disposal

Coordination & Supplies

- ❖ **Volunteer Team:** Assign volunteers to manage box and wreath disposal logistics.
- ❖ **Secure Donations:** Contact local waste companies early in the year to request in-kind donations of dump trucks, dumpsters, and recycling bins. Ensure they provide assistance with disposal once filled.

Alternative Uses

- ❖ **Local Fisheries & Farmers:** Inquire if wreaths can be used for fish habitats or animal feed (goats particularly like wreaths).
- ❖ **American Legion:** Check if they can perform a Flag Retirement Ceremony with the wreaths. Post-burn, the metal rings can be recycled.



Disassembly & Recycling

- ❖ **Assembly Line:** Create a process for disassembling wreaths.
 - Recycle metal rings.
 - Use a chipper for greens to create mulch.
 - Donate bows to local retirement homes or schools for crafts.

Clean Up

- ❖ **Schedule:** Set a Wreath Clean Up Date with cemetery staff. Share details on Wreath Day and on Social Media to recruit volunteers.
- ❖ **Logistics:** Place dumpsters, trailers, or trucks throughout the cemetery. Use equipment like a backhoe to compress wreaths, allowing for more efficient disposal. Encourage volunteers to wear gloves and use broom sticks or ropes to transport wreaths easily.



Messages to Supporters & Community Outreach

Clear Communication is Key!

Use the Dashboard Tutorial on the [Volunteer Resource Page](#) to learn how to send messages and ensure strong community support.

Key Details to Communicate

- **Sponsor Call to Action:** Share your current wreath count and how many are still needed.
- **Volunteer Assignments:** Include duty instructions, timeline, map, and gratitude.
- **Grave Specific Placements:** Communicate when and where to pick up wreaths for loved ones.
- **Wreath Retirement:** Provide date, time, and details. Send thanks for support.



Community Outreach

- ❖ Send messages through the Dashboard to Sponsorship Groups, sponsors, & volunteers.
- ❖ Mail or email invitations to elected officials.

Important to Include

- ❖ **Address & Parking:** Clearly communicate parking and arrival details.
- ❖ **Time:** Specify ceremony start time, wreath placement start time, and Grave Specific details.
- ❖ **Additional Info:** Highlight featured speakers, wreath distribution, and refreshments.

What to Expect for Cutoff

We're excited to have more than 4,600 locations participating in National Wreaths Across America Day, this December 14th!

Cutoff Reminders

- ❖ **Cutoff Date:** Make note of your region's Cutoff Date.
- ❖ **One Week Before Cutoff:** Watch for an email with your Cutoff Form and instructions.
- ❖ **Action Items:**
 - Save copies of your tally sheets and order forms for mailed orders.
 - Submit any outstanding orders by the Cutoff Date for guaranteed delivery in 2024.

Good to Know

- ❖ Sponsorships received after Cutoff are not guaranteed for delivery in 2024, but we will do our best to get those wreaths on the truck before it heads out!
- ❖ Any wreaths that aren't delivered for placement this year will be credited to the location for next year, giving them a head start for 2025!
- ❖ Access marketing materials & templates on our [Volunteer Resource Page!](#)



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



WREATHS *across* AMERICA



WREATHS *across* AMERICA

Regional Map

Region 1 Liaison Team

Emily Carney & Terra Delong

207-578-6277

region1@wreathsacrossamerica.org

Region 2 Liaison Team

Janelle Eveld & Miesa Bland

207-578-6283

region2@wreathsacrossamerica.org

Region 3 Liaison Team

Ana Diaz & Stephanie Molina

207-578-6287

region3@wreathsacrossamerica.org

Region 4 Liaison Team

Amber Rocha & David Koskelowski

207-578-6284

region4@wreathsacrossamerica.org

Region 5 Liaison Team

Annie Brooks & Tiffany Lynch

207-578-6289

region5@wreathsacrossamerica.org



Meet the WAA Locations & Groups Team!



Julie Bright
Director of Locations & Groups



Meagan Erickson
Asst. Director of Locations & Groups



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Terra Delong & Emily Carney
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Region 2 Liaison Team
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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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THANK YOU!



WREATHS *across* AMERICA
LOCATIONS & GROUPS TEAM