

LOCATIONS & GROUPS

EDUCATIONAL WEBINAR



WREATHS *across* AMERICA

November 2024

Join us in the Pledge of Allegiance

led by Graham, age 5



WREATHS
— *across* —
AMERICA

LIVE ★ WITH ★ PURPOSE



WREATHS *across* AMERICA

It's Time for a Big Push!

National Wreaths Across America Day is December 14, 2024!

With Cutoff Dates approaching fast, now is the time to give your community a call to action.

Motivate Your Supporters

- ❖ **Remind Your Community:** Every wreath sponsored ensures a veteran is honored—encourage family, friends, and local groups to join in.
- ❖ **Boost Your Reach:** Share stories, highlight the mission on social media, or speak at community events. Every post and every call counts!

Create Urgency

- ❖ “There’s still time to give back and make sure there’s a wreath for every veteran laid to rest at our local cemetery!”
- ❖ Encourage supporters to sponsor now so we can honor as many heroes as possible this December—and let them know they can help keep our mission going all year long!

SAVE THE DATE

Saturday, December 14, 2024



WREATHS *across* AMERICA



WREATHS *across* AMERICA

Cutoff for 2024 Wreath Sponsorships



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



Staggered Cutoff Dates by Region

- ❖ **NEW this year:** We're staggering cutoff dates by region instead of having just one day to ensure the smooth delivery of wreaths to over 4,800 locations!

Here's What You Should Know

- ❖ **Guaranteed Delivery:** Orders placed by your cutoff date will be guaranteed for delivery this National Wreaths Across America Day.
- ❖ **After the Cutoff:** If you have sponsorships come in after your cutoff date, we'll still do our best to get those wreaths on the truck before it loads—we just can't guarantee it. Any wreaths that don't make it this year will be credited to your location for 2025, giving you a head start for next year!
- ❖ **Important Note:** Your cutoff date applies to all orders—including previously mailed, online, and funds on hand. However, you will **only** fill out the cutoff form for **funds on hand that have not yet been mailed**. Make sure any previously mailed orders are reflected on your wreath count report by the cutoff date. If you don't see them, contact your Regional Liaison Team. For online orders, they must be placed by 11:59 PM EST on the cutoff date.



How Many Wreaths Do You Have?

3 Places to View Orders

- ❖ **Wreath-O-Meter:** Shows a live count of orders received.
- ❖ **Wreath Count Report:** Syncs every 24 hours during scheduled overnight system updates (not live).
- ❖ **Research Orders:** Provides a live count of orders received and allows you to individually thank each sponsor.

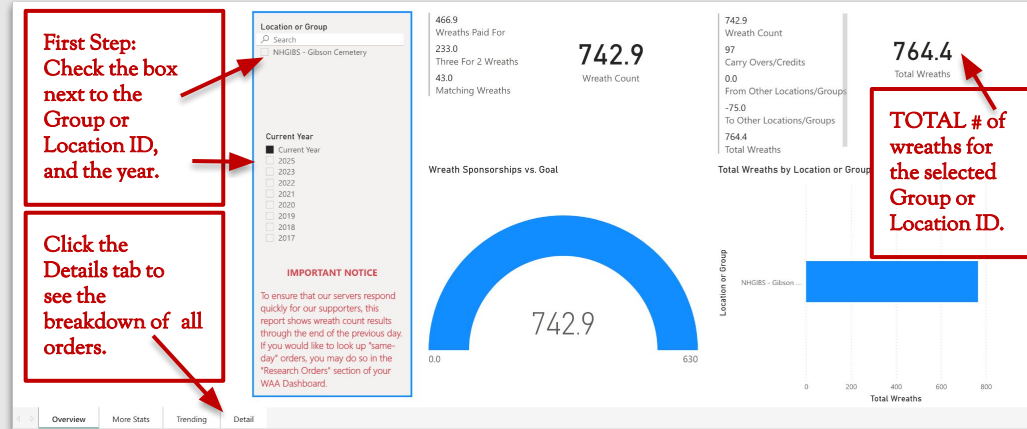
Order Processing Times

- ❖ **Online Orders:** These process quickly and are visible on your Dashboard Reports within 24-48 hours!
- ❖ **Mailed Orders:** Processed individually as received; during peak times, they may be added in bulk. Individual details might take 6-8 weeks to appear, especially from November to January.

Manage your WAA account on the Dashboard:

manage.wreathssacrossamerica.org

Need Help? Check out our Volunteer Tutorials on the [Volunteer Resource Page](#) or contact your Regional Liaison Team!



What about Previously Mailed Orders?

Have Previously Mailed Funds Been Received?

- ❖ **Check Your Wreath Count Report:** Look at the Details tab to make sure all previously mailed orders are reflected (individually or in a summary batch) by 11:59pm EST on your Regional Cutoff Date.
- ❖ **Contact Your Regional Liaison Team:** If you don't see a mailed order reflected, reach out to your Regional Liaison Team and be ready to provide a copy of the Tally Sheet/Order Form and mailing date so they can track it down.

A Few Tips

(For the Details tab of the Wreath Count Report)

- ❖ **Sort by Column Headers**
 - Click on any column header to change the way the data is sorted—by date, A-Z or Z-A, or by amount.
- ❖ **Scroll left to right, up and down**
 - This is a big report! Use the scroll bars to see all of the data.
- ❖ **Export data to Excel**
 - Click the 3 dots in the top right corner to export the data to Excel for more filtering and data management options.

The screenshot shows the 'Details' tab of the Wreath Count Report. On the left, there is a sidebar with 'Location or Group' (searchable) and 'Current Year' (2025 selected). The main table has columns: Year, TransactionType, Order No, Store Receipt No, Order Date, Donor, Location, Group, and Plan. A red arrow points to the 'Order Date' column header. Another red arrow points to the 'Location' column header. A third red arrow points to the 'Export data' menu (three dots) in the top right corner of the table. The table contains several rows of data for the year 2024, all with a 'Finance' transaction type and a '\$5 Payback' plan. The donors include 'Starrett & Jill Starrett', 'Craig Starrett & Jill Starrett', 'PATTEN AREA WOMANS CLUB', 'K. atahdin Trust Company/ Loma Harris', and 'ERIN GO BRAUGH ENTERPRIS ES, LLC'.

Year	TransactionType	Order No	Store Receipt No	Order Date	Donor	Location	Group	Plan
2024	Finance	2586224		10/21/2024	Starrett & Jill Starrett	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
2024	Finance	2586224		10/21/2024	Craig Starrett & Jill Starrett	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
2024	Finance	2567389		10/16/2024	PATTEN AREA WOMANS CLUB	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
2024	Finance	2567390		10/16/2024	PATTEN AREA WOMANS CLUB	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
2024	Finance	2561582		10/10/2024	K. atahdin Trust Company/ Loma Harris	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
2024	Finance	2554975		10/3/2024	ERIN GO BRAUGH ENTERPRIS ES, LLC	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
2024	Finance	2554975		10/3/2024	ERIN GO BRAUGH ENTERPRIS ES, LLC	MERATT - Patten and Mt. Chase Cemeteries	MED106P - Hometown Heros	\$5 Payback
Total								



What about Online Orders?

All Online Orders must be received by 11:59pm EST on your Regional Cutoff Date to be guaranteed for delivery this year!

Step-by-Step Instructions for Online Ordering


1. Click the red Sponsor Wreaths button.
2. Select the number of wreaths to sponsor.
3. Choose the sponsorship group to support.
4. Pick the location for wreath placement.
5. Add customizations, if desired: Grave Specific Request, Remember Wall Post, Pair Wreaths, e-Card or Mailed, In Honor/Memory Of
6. Confirm and add to cart, then checkout or add more sponsorships before completing the order.

IMPORTANT

- ❖ Online Orders will appear on the Details tab of your Wreath Count Report within 24-48 hours of processing. They will show up on your Wreath-O-Meter and Research Orders right away!


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/r23zrb1>

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

▼



Completing the 2024 Cutoff Form (if needed)

The Cutoff Form is **ONLY** for checks that you have on hand, not for previously mailed or online orders.

Checks on Hand

- ❖ **Gather All Checks:** Collect all checks you have in hand that you want included in the 2024 wreath delivery.
- ❖ **Complete a Tally Sheet or Order Form:**
 - If checks are for multiple locations, fill out a separate Tally Sheet for each location and submit a Cutoff Form for each.
 - If a check is split between locations, put it on one Tally Sheet, but submit a Cutoff Form for each location & upload the same Tally Sheet for all.
- ❖ **Documentation:**
 - Take a photo or make a copy of the Tally Sheet you'll be mailing with the checks.
 - Ensure it matches exactly with the funds reported on the Cutoff Form.
 - **Important:** Upload this Tally Sheet to submit the Cutoff Form. *This is required!*

Cutoff Deadline

- ❖ Complete the Cutoff Form by **11:59 PM EST** on your **Regional Cutoff Date**.
- ❖ After our team reviews it, you'll receive a **Cutoff Approval Email** within **1 business day** the email will include a document that you

REMEMBER HONOR TEACH

WREATHS
across
AMERICA

FIND A WAY TO SERVE

1 → First off, what's your email address?*

name@example.com

OK press Enter ↵

2 → What's your full name?*

Please include your first and last name.

Type your answer here...

OK press Enter ↵

Powered by Typeform

Select the Location for your Cutoff Funds

Understand the Process

- ❖ **One Location per Cutoff Form:** You can only select one location per cutoff form. If you have funds on hand for multiple locations you will need to fill out a separate Cutoff Form for each one.
- ❖ **Initial Question:** You'll be asked if your Cutoff Funds are all for one location.
 - If NO, fill out the Cutoff Form for your first location, then repeat the process by filling out another Cutoff Form for any additional locations.
 - If YES, click OK to move to the next question.
- ❖ **Next Question:** Select the location ID for the funds you are reporting on this Cutoff Form.
 - You'll be prompted to enter the Location ID.
 - Start typing the Location ID and a list will appear.
 - Select the Location ID and Location Name from the list.

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

^ v Powered by Typeform

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

Start typing and then select it from the list.

Type or select an option

^ v Powered by Typeform



Select the Group & Total Amount of Cutoff Funds

Understand the Process

- ❖ **Group Credit for Cutoff Funds:** You'll be asked which group you want to get credit for the Cutoff Funds you are reporting.
 - Make sure to select the correct group, as this is important for determining the total number of wreaths for the cutoff funds based on their group plan.
 - It also helps us make sure the right group receives the credit they deserve!
- ❖ **Total Dollar Amount of Cutoff Funds:** Next, you'll need to report the total dollar amount of cutoff funds you have in hand for this cutoff form.
 - It's important to enter this amount in decimal form, so don't forget to include the cents!
 - This is only for funds you physically have on hand, so please do not report any funds that were previously mailed.
 - **You will just enter the exact amount as a straight \$17 per wreath and the plan (3 for 2, \$5 back, or No Plan) will be applied internally after submission.**

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

Start typing and then select it from the list.

Type or select an option

OK

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

Enter dollar amount with the decimals included. Funds *must* be mailed by December 6th, 2024. Do NOT report funds previously mailed to WAA-HQ; instead contact your Regional Liaison Team.

Type your answer here...

OK press Enter ↵

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Upload Copy of Tally Sheet/Order Form

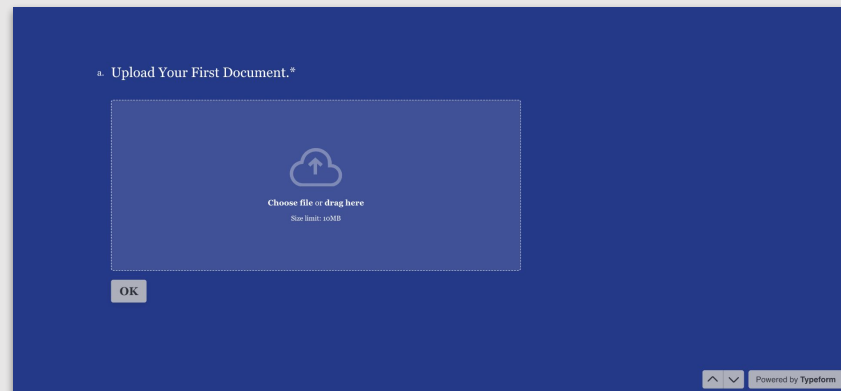
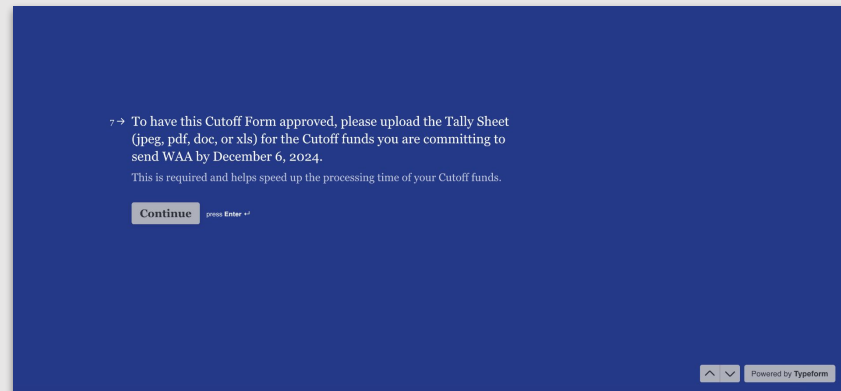
Understand the Process

- ❖ **Upload Your Tally Sheet/Order Form:** For the final step of completing your Cutoff Form, you'll need to upload a copy or photo of the Tally Sheet or Order Form that matches the funds you reported.
 - You can upload your documents as JPG, PDF, DOC, or XLS files.
- ❖ **Make sure the tally sheet matches the location, group, and dollar amount you reported on this Cutoff Form.**
 - If your tally sheet has multiple locations listed, you'll need to split those out into separate tally sheets—one for each location.
 - *The only exception is if a check is split between locations, then you'll put it on one Tally Sheet, but submit a Cutoff Form for each location & upload the same Tally Sheet for all.*
- ❖ If you have more than four documents, please email the extras to your Regional Liaison Team.
- ❖ **Click Submit** when you've uploaded all of your documents.

IMPORTANT

Having the correct tally sheet uploaded is crucial for a smooth approval process. Double-check that everything matches to avoid any delays!

You will be contacted if there are issues.



How to Mail Cutoff Funds?

Understand the Process

- ❖ Once you've submitted your cutoff form, keep an eye on your email for the approval message.
 - You should receive your approval email within one business day.
 - It's a good idea to check your spam folder if you don't see it in your inbox!
 - If you still don't find it, reach out to your Regional Liaison Team for assistance.
- ❖ When you get the approval email, make sure to print the attachment included in it.
 - You'll need to put this document in the envelope with your corresponding funds and Tally Sheet/Order Form.
 - To help with quicker processing, write "Cutoff" on the envelope.
- ❖ Be sure to mail everything to WAA-HQ by December 6, 2024, using one of the addresses below:
 - **WAA Mailing Address:** PO Box 249, Columbia Falls, ME 04623
 - **WAA Physical Address:** 4 Point Street, Columbia Falls, ME 04623

IMPORTANT

- ❖ Sponsorships received after the Cutoff are not guaranteed for delivery in 2024. We will do our best to load those wreaths onto the truck before it departs!
- ❖ Any wreaths not delivered this year will be credited to your location for next year, providing a head start for 2025.
- ❖ **Fundraising is encouraged year-round!** Keep the support coming in after your Cutoff Date.

You can expect details of your cutoff funds on the Wreath Count Report by the end of February.





WREATHS *across* AMERICA

Regional Map

Region 1 Liaison Team

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Region 2 Liaison Team

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Region 4 Liaison Team

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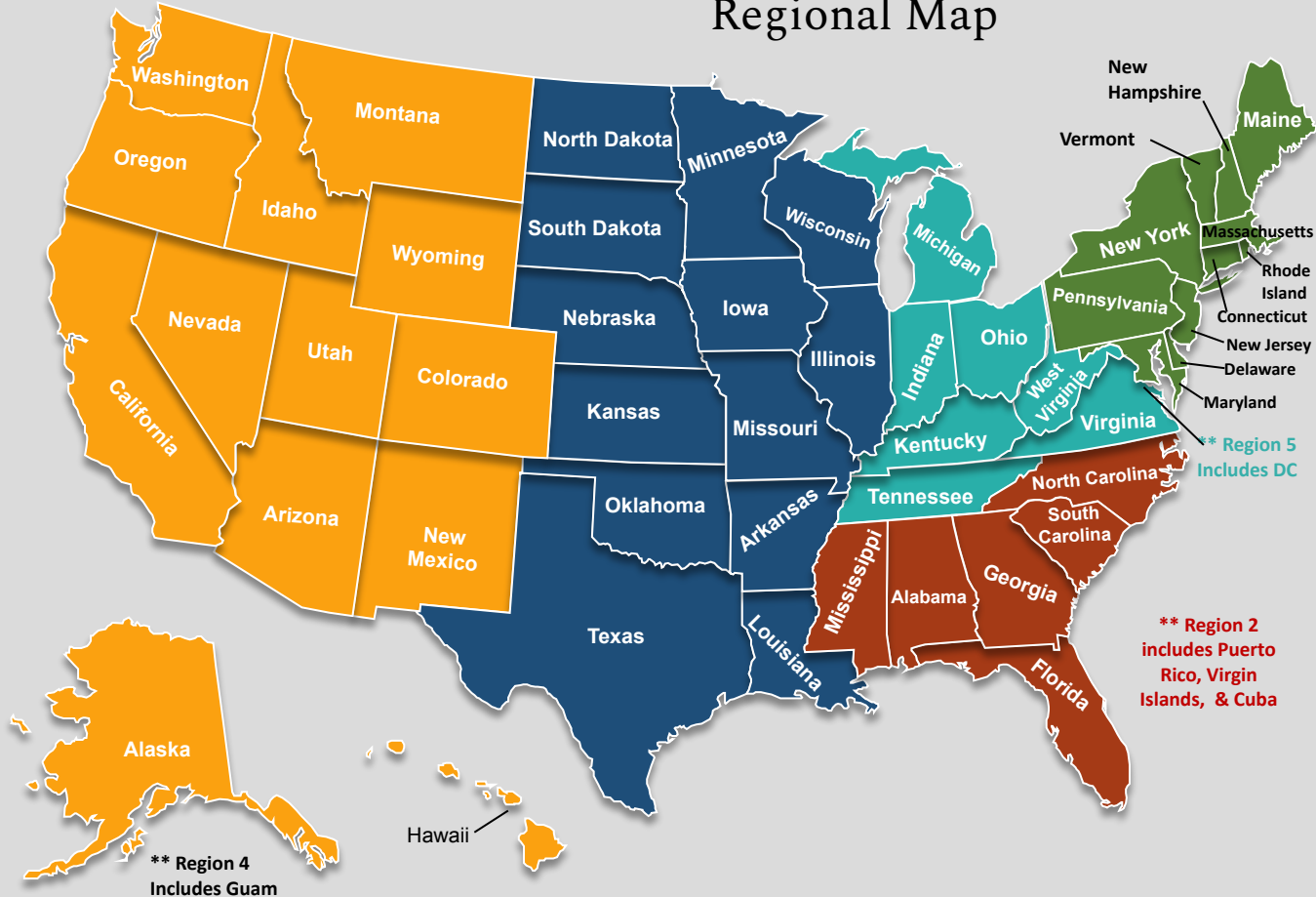
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Region 5 Liaison Team

Annie Brooks & Tiffany Lynch

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Meet the WAA Locations & Groups Team!



Julie Bright
Director of Locations & Groups



Meagan Erickson
Asst. Director of Locations & Groups



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THANK YOU!



WREATHS *across* AMERICA
LOCATIONS & GROUPS TEAM