

GROUP LEADERS

HOW TO GET STARTED



WREATHS *across* AMERICA

Save the Dates!

SAVE THE DATE
for
NATIONAL WREATHS ACROSS AMERICA DAY

DECEMBER 13, 2025



WREATHS *across* AMERICA



WREATHS *across* AMERICA
2025 NEW CUTOFF DATES

REGION 1
DECEMBER 1ST
AT 11:59PM EST



REGION 2
DECEMBER 1ST
AT 11:59PM EST



REGION 3
NOVEMBER 28TH
AT 11:59PM EST



REGION 4
NOVEMBER 28TH
AT 11:59PM EST



REGION 5
DECEMBER 1ST
AT 11:59PM EST



WREATHS *across* AMERICA

Stay Involved Year-Round

TEACH Program



Use the free K-12 Educational Curriculum to teach the next generation.

Mobile Education Exhibit (MEE)



Travels the country to spread patriotism & love of country.

Remembrance Tree Program



Place a Dog Tag to honor your veteran loved ones.

WAA Radio and Resources for Veterans



Share these valuable resources with your community!

REMEMBER. HONOR. TEACH.




Today, I placed a Wreath on the Grave of an American Hero...





WREATHS *across* AMERICA

Locations & Sponsorship Groups


How Do They Work Together?

 **Locations** are the heart of our mission, where wreaths are placed to honor veterans during a Wreaths Across America ceremony. Each location has a dedicated volunteer Location Coordinator who plays a key role in planning, logistics, and bringing the community together. Their hard work, alongside Sponsorship Groups, ensures every veteran receives the recognition they deserve.


 **Sponsorship Groups** are a driving force in raising wreath sponsorships through local fundraising events, online outreach, and connecting with businesses and organizations. Groups can support as many locations as they like, uniting their communities around the mission to Remember, Honor, and Teach.

 **For volunteers managing both a Group and a Location:** Always direct your supporters to your Sponsorship Group's WAA page to ensure wreaths are properly credited to your group's plan and placed at your location.

Sponsorship Group Plan Options:

 **\$5 Forward** – For every sponsored wreath, you automatically get \$5 towards another wreath.

 **\$5 Back** – Earn \$5 for every sponsored wreath, helping give back to your local community.

 **No Plan** – Supports WAA's mission by helping behind the scenes with operational costs, including shipping, insurance, technology, and support for volunteers nationwide.

Groups have the opportunity to change their plan once a year when they reinstate, ensuring they have the flexibility to adapt to their needs. Plus, location coordinators can register a sponsorship group, enabling them to unlock all the amazing benefits of a group plan.

Together, Locations and Sponsorship Groups have the power to make a lasting impact in honoring our nation's veterans!

How to Get Credit for Sponsored Wreaths

❖ ONLINE ORDERS

- Encourage your supporters to visit your group or location page and click the 'Sponsor Wreaths' button. *This is the quickest way to make a meaningful difference for our veterans!*
- **Secure payment methods:** Credit/Debit Card, Google Pay, or PayPal.
- **Processing time: 24-48 hours.**

❖ MAILED ORDERS

- For mailed orders, sponsors should send a check made out to Wreaths Across America, along with the approved **WAA Order Form**, or you can complete a **Tally Sheet** that includes your **Group ID** and **Location ID** and mail it with their checks.
- **Processing time:**
 - February-October: 3-4 weeks
 - November-January: 8-12 weeks

❖ PHONE ORDERS

- Sponsors can call 877-385-9504 for assistance and provide your Group ID and Location ID.
- **Processing time: 24-48 hours.** *A simple phone call can make a big impact!*

IMPORTANT

For volunteers managing both a Group and a Location: Always direct your supporters to your Sponsorship Group's WAA page to ensure wreaths are credited correctly to your group's plan and placed at your location.

Sponsors have 60 days to make changes if they accidentally place an order incorrectly.

Sponsorship Groups get credit only for orders processed through their group's page or connected member pages.



How to Sponsor Online

All Online Orders must be received by 11:59pm EST on our 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/n735zrb1>

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

Checkout is Easy!

Item	Qty	Total	Actions
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.		\$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.

Customer

Email

[CONTINUE](#)

Subscribe to our newsletter.

Already have an account? [Sign in now](#)

Or continue with

[PayPal Checkout](#) [G Pay](#) [VISA](#) **** 3249

Billing

Payment

Order Summary [Edit Cart](#)

1 Item

1 x Sponsorship \$17.00

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

Payment Processing

- **Payment Options:** Sponsors can pay securely with Credit/Debit Card, Google Pay, or PayPal.
- **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.

How to Mail Wreath Sponsorships

Step-by-Step Instructions for Mailing Orders

To ensure your group and location receive the credit they deserve, please follow these easy steps and include your Group ID and Location ID in the required sections!

1. Use the Approved Order Forms

Please use only the approved Order Forms, customized by your Regional Liaison Team and provided in your confirmation email. This ensures everything is accurate and processed efficiently.

2. Complete the Forms

- ❖ **For Individual Checks:** Complete a Wreath Sponsorship Order Form for each check (perfect for events where sponsors may prefer to mail their checks directly).
- ❖ **For Multiple Checks:** Complete a Tally Sheet for the entire batch of checks in the envelope (one per location). Be sure to include a Tally Sheet with every batch of checks mailed.
 - **Pro Tip:** If you're receiving checks or cash at events, we suggest printing the Tally Sheet to keep track of your total wreath sponsorships as they come in. This will help you organize everything smoothly before mailing.
 - **New This Year:** The Tally Sheet is a Google Sheet, making it easier to type and fill! If the location accepts Grave Specifics, you can add those to the Tally Sheet now too.

3. Mail Checks & Tally Sheet to: Wreaths Across America, PO Box 249, Columbia Falls, ME 04623

IMPORTANT

Checks must be made payable to Wreaths Across America. Any checks not made payable to us will need to be returned for endorsement. To help things run smoothly, please avoid using staples, tape, or glue on the forms. Make sure to use only the approved forms and send checks as you receive them to avoid any delays.

Incomplete or incorrect forms may cause processing delays.

WREATHS across AMERICA
Wreath Sponsorship Order Form

Sponsored wreaths are placed on veterans' grave markers at cemeteries nationwide each December for National Wreaths Across America Day. Your donation ensures a wreath is placed to honor one or more veterans at the participating location of your choice. **Thank you for supporting our mission to REMEMBER, HONOR, and TEACH!**

All sponsored veterans wreaths are shipped directly to the location selected by the sponsor on this form. Wreaths are not shipped to individual wreath sponsors.

CHECK #	CHECK DATE	GROUP ID	LOCATION ID	DOLLAR AMOUNT

Each individual wreath sponsorship is \$5.
If more than one check is mailed to multiple locations, list each location ID with its dollar amount.

ADD QR CODE HERE

SPONSOR NAME: _____
PHONE # _____
EMAIL ADDRESS _____
MAILING ADDRESS _____

SPECIAL REQUESTS
Please note in memory/honor of requests do not place a wreath on a specific loved one's grave.

- IN-HONOR OF:** Let someone know you sponsored wreath(s) for veteran(s) in their honor. We will email them.
 - ➔ Provide Email Recipient Name & Email Address, along with Message (optional).
- IN-MEMORY OF:** Post a veteran's name & message on Wreaths Across America's Remembrance Wall online.
 - ➔ Provide Veteran Name for Memory Wall Post and Message (Optional).

Please complete this form and mail it with your check to our address below, or pay with a credit/debit card, PayPal, or GooglePay by sponsoring online at waa.org or by scanning the QR code.

Wreaths Across America
P.O. Box 249
Columbia Falls, ME 04623

Wreaths Across America - Tally Sheet

Tally Sheet Instructions: Include a completed Tally Sheet in the envelope with each batch of checks. If checks are for multiple locations, please complete a separate Tally Sheet for each location. If a check is split between locations, list the amounts on one Tally Sheet, with the corresponding location IDs. Thank you for supporting the mission to REMEMBER, HONOR, and TEACH!

QR Instructions: Click the icon on the Google spreadsheet's Menu & Copy, then make your edit on your copy of the master Tally Sheet. Printing Instructions: Click File > Download > Excel or PDF > Export > Open Download on Computer > Print. Landscape Orientation (Contact your Regional Liaison Team for additional support). Mail To: Wreaths Across America, P.O. Box 249, Columbia Falls, ME 04623

Important: Be sure to keep a copy of the Tally Sheet for your records. Do not make copies of sponsor checks.

Mailed By Name	Date Mailed	Total # of Checks

Check #	Check Date	\$ Amount of Check	Sponsor Name	Sponsor Phone #	Sponsor Email Address	Sponsor Mailing Address	Group ID	Location ID

What Are Grave Specific Requests?



Grave Specific Requests allow sponsors to honor their veteran loved ones by ensuring a wreath is placed directly on their grave.

This is a deeply meaningful way to honor their sacrifice, and it's at the heart of what we do—giving families the chance to remember their veterans with a wreath.

It's Easy to Order Grave Specific Wreaths - Online

When ordering online, simply select the "Grave Specific" option under Customizations during the ordering process. If the location does not accept Grave Specific Requests, this option will not be available. Sponsors can choose to place the wreath themselves or request a volunteer to place it on their behalf.

You Can Also Order Grave Specific Wreaths - Mailed

Complete the Grave Specific Wreath Sponsorship Form or Tally Sheet with the required information and mail it with your check. Be sure the location accepts Grave Specifics before mailing in a request!

Required Information


You'll need to provide the veteran's first and last name. To help with placement, it's also helpful (but not required) to include the veteran's branch of service, military rank, date of birth, date of passing, and gravesite details (section, row, and/or marker number).


"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


What Is The Dashboard?


The [WAA Dashboard](#) is your central hub for managing your group(s) and/or location(s). It's packed with tools to help you connect with your community, track your progress, and communicate effectively with your supporters.


Here's what you can do with your WAA Dashboard:


 **Use Registration To-Do's** – Keep your group or location details and contact information up to date using the Registration To-Do's. This ensures your information stays accurate and helps keep things running smoothly. *If a section is grayed out, it means it has already been confirmed for the year, but don't worry—you can still make updates as needed!*


 **Customize Your WAA Page** – Personalize your page with photos, create a page alert to share important updates, and even add a news article to keep your supporters engaged.

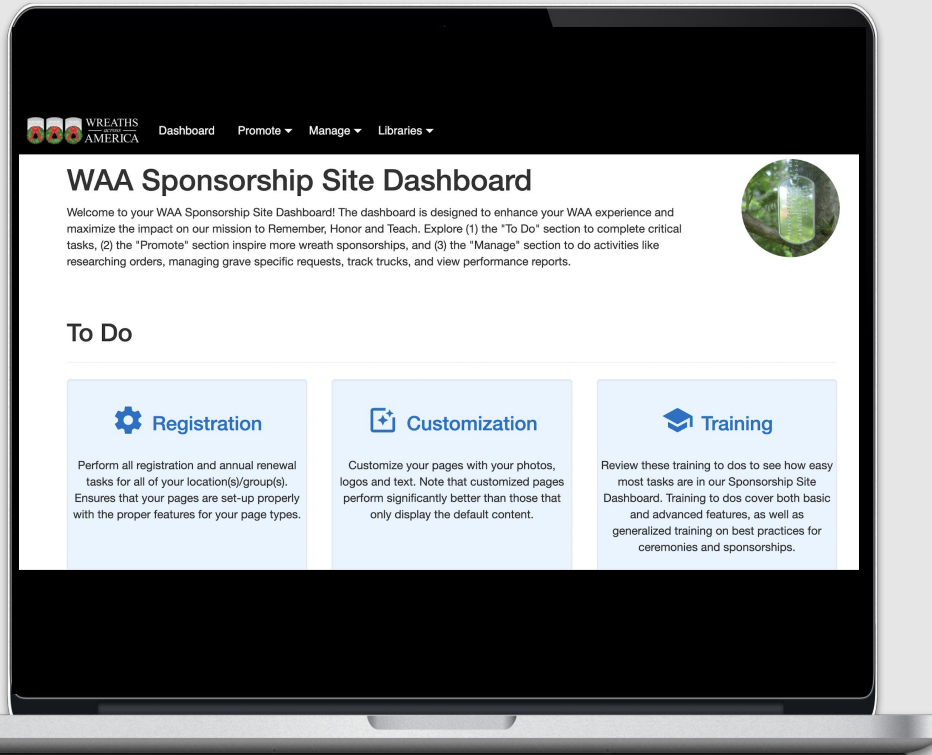
 **Manage Your Communication** – Use the dashboard to message your supporters. Invite them to sponsor wreaths, attend fundraising events, and let them know what to expect on Wreath Day.

 **Track Wreath Sponsorships** – View your Wreath Count Report to see how many wreaths have been sponsored for your group(s) and/or location(s). This helps you stay on top of your goals and ensures every veteran is honored.

 **Manage Grave Specific Requests** – Keep track of specific requests for wreath placements, making sure every detail is covered for your volunteers and sponsors.

 **Organize Your Volunteers** – See who has volunteered to help on Wreath Day. It's a great way to stay organized and ensure you have enough support for a smooth and impactful ceremony.

 **Thank Your Sponsors** – Use the dashboard to thank sponsors for their generosity and keep them informed on how their contributions are making a difference.



Messages to Supporters & Community Outreach

Clear, Engaging Communication = Strong Community Support!

Check out the Dashboard Tutorial on the [Volunteer Resource Page](#) for step-by-step guidance on how to send powerful messages that rally your community and keep everyone in the loop.

Key Details to Communicate

- ❖ **Sponsor Call to Action:** Share your progress! Let your supporters know how many wreaths have been sponsored and how many more are needed. People love to see the difference they're making, so keep them updated!
- ❖ **Volunteer Assignments:** Give your volunteers everything they need to succeed—clear duties, timelines, and easy-to-follow maps. And don't forget to thank them for their time and commitment!
- ❖ **Important Event Details:** Make sure to address parking, ceremony times, and additional event highlights (like speakers, wreath distribution, and refreshments). These details will keep everyone informed and excited to participate!
- ❖ **Grave Specific Placements:** Help those honoring their loved ones by providing them with clear details about when and where to pick up wreaths. Let them know how much it means!
- ❖ **Wreath Retirement:** Make sure to send a heartfelt invitation to your community, sharing the date, time, and details for the wreath retirement ceremony. Thank your supporters for their dedication!

Community Outreach

Engage and Energize Your Community: Stay connected by using the Dashboard to send impactful messages to your Sponsorship Groups, Sponsors, and Volunteers, keeping them updated and motivated. Additionally, reach out to elected officials with personalized invitations via email or mail, showing them how valuable their presence will be to your community and the success of your mission.

Wreath-O-Meter



RESULTS

2025 SO FAR

1,250 Wreaths Sponsored

6.9% to Goal

16,750 To Go!

Visual Progress Tracker

The Wreath-O-Meter is a dynamic progress tracker on your WAA page that turns green as wreaths are sponsored, offering a real-time view of how close you are to reaching your goal. It encourages community engagement by visually showing progress and motivates supporters to contribute more 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!

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.

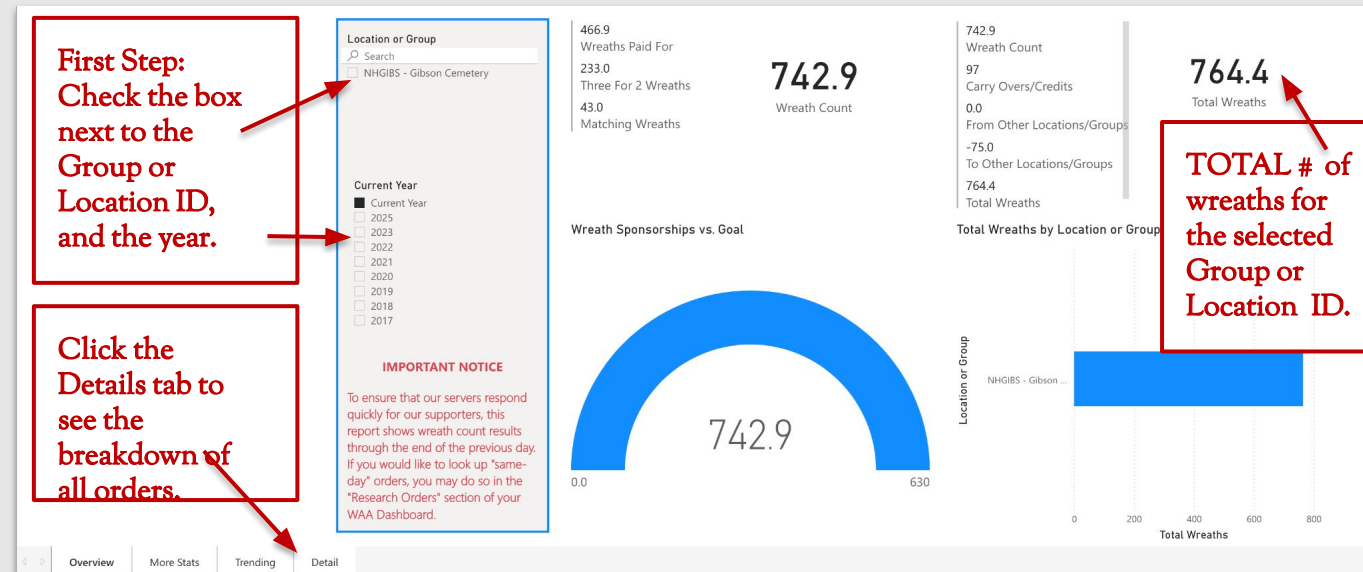
Order Processing Times

- ❖ **Online Orders:** These process quickly and are visible on your Dashboard Reports within 24-48 hours!
 - Promotional wreaths will not appear in the shopping cart prior to checkout. They will be added to qualifying orders after processing is complete.
- ❖ **Mailed Orders:** Processed individually as received; during peak times, they may be added in bulk. Individual details might take 8-12 weeks to appear, especially from November to January.

Manage your WAA account on the Dashboard:

manage.wreathscrossamerica.org

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



Use the Volunteer Resource Page

Where Can I Find the Volunteer Resource Page?

🌐 Head to the WAA Website: Visit www.wreathscrossamerica.org, click on Resources, and select Volunteer Resource Page to get started! Or go directly to <https://www.wreathscrossamerica.org/Resources/VolunteerResourcePage>

What Is The Volunteer Resource Page?

The Volunteer Resource Page is your one-stop shop for all things WAA, packed with the most up-to-date resources to help you succeed, including order forms, documents and templates, marketing materials, logos and press releases, webinar recordings, and volunteer tutorials—everything you need is right there!

What If I Want to Customize a Document?

Want to make it your own? No problem! Just email your draft to your Regional Liaison Team before printing or sharing. We'll get it approved to ensure it aligns with WAA standards.

Should I Use a QR Code?

➡ Absolutely! If making your own, be sure to link the QR code to your WAA group page so they get credit for the wreath orders. It's a simple but powerful way to get everyone connected!

Say their
names,
honor
their
sacrifice.



Boost Your Fundraising with New Ideas!




Fundraising Idea Guide


Supporting the Year-long Mission to Remember, Honor and Teach


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The **Fundraising Idea Guide** is packed with resources to make your fundraising efforts more effective and successful.

Here's what you'll find:


 **Getting Started** – Learn the basics of fundraising and how to set achievable goals for your community.

 **Key Dates & Timeline** – Plan ahead with a step-by-step timeline tailored to each season—Spring, Summer, Fall, and Winter.

 **Community Outreach** – Discover the best ways to connect with local businesses, schools, and organizations, whose support is key to your success!

 **Effective Communication Tips** – Best practices to engage and inspire your supporters.

 **FAQs** – Answers to common fundraising questions.

 **Creative Fundraising Ideas** – Dozens of unique ways to increase wreath sponsorships, including how it works, how to cover the cost, plus examples and templates.

Unlock the full potential of your fundraising efforts—download the NEW Fundraising Idea Guide today!

Extra Support with Grants

All About Grants

Grants are a great way to secure wreath sponsorships or help cover costs for a wreath-laying ceremony. Many businesses and organizations offer grants, and starting early in the year gives you the best chance before budgets are finalized.

However, opportunities can be available year-round, so keep looking!

How You Can Get Started

- ❖ Explore grant opportunities and reach out to companies to learn about their application process.
- ❖ If you complete an application, do not sign it.
- ❖ Submit the application to the WAA Grants Team by filling out the Grant Notification Form on the [Volunteer Resource Page](#).
- ❖ Need help? Check out our [All About Grants](#) volunteer tutorial or Email grants@wreathscrossamerica.org for guidance!

Approval & Processing

Grant timelines vary, with some taking up to six months for approval. Once approved, funds are typically disbursed within 4–6 weeks. The WAA Grants

Team will review, finalize, and submit applications, making any necessary corrections before signing and submitting them on behalf of WAA. Be sure to check deadlines and award dates to stay on track!



DON'T SAY "I SHOULD HAVE," SAY "I DID!"



WREATHS *across* AMERICA

Ways to Help Location Coordinators

NATIONAL WREATHS ACROSS AMERICA DAY



SATURDAY, DECEMBER 13, 2025



WREATHS *across* AMERICA

Support Wreath Day Planning

Location Coordinators work hard to organize Wreath Day and need extra hands. Check in with them to see how your Sponsorship Group can assist. They'll appreciate your help!

Help with the Ceremony

They may need help arranging speakers, vocalists, an Honor Guard, or wreath presenters. Greeting attendees and ensuring grave-specific wreaths are placed also make a big impact.

Keep Things Running Smoothly

Setting up chairs, managing parking, and directing traffic help create an organized and respectful event. Crowd control ensures a smooth experience for everyone.

Pitch in Before & After

Handing out wreaths, overseeing placements, and helping with cleanup are all essential tasks. Every effort ensures a meaningful and well-organized event.



WREATHS *across* AMERICA

Stay WAA Connected!

We encourage all our volunteers to connect with us online to share photos, stories, fundraising ideas, and more!

Follow & Engage with WAA:



- ❖ **Official Facebook Page:** www.facebook.com/WAAHQ
- ❖ **Private Facebook Groups for Groups & Locations:** Check your Registration Confirmation Email for details on joining our private group.
- ❖ **Instagram:** @wreathsacross
- ❖ **Twitter (X):** @WreathsAcross
- ❖ **YouTube:** Subscribe to Wreaths Across America for event videos, interviews, and more.
- ❖ **LinkedIn:** Follow Wreaths Across America for organizational updates.

Managing Social Media for Your Group or Location?

If your group or location has a Facebook page, it's important to share your page link with your Regional Liaison Team and add Samantha Clark, our Social Media Manager for Locations & Groups, as an admin. This ensures Wreaths Across America can provide support, share important updates, and help you maximize your social media presence. If you need guidance on setup, content, or engagement strategies, Samantha is here to help! Contact her at 207-221-5169 or sclark@wreathsacrossamerica.org.

Listen to Wreaths Across America Radio!

Wreaths Across America Radio is a 24/7 streaming station featuring inspiring content about service members, veterans, and volunteers. Enjoy patriotic programming, country music, and a live morning show weekdays from 6-10 AM EST!

 Listen anytime: www.wreathsacrossamerica.org/radio  iHeart Radio, TuneIn, Simple Radio, or download the app in the App Store or Google Play.



WREATHS *across* AMERICA

Regional Map

Region 1 Liaison Team

Emily Carney & Terra Delong

207-578-6277

region1@wreathscrossamerica.org

Region 2 Liaison Team

Janelle Eveld & Miesa Bland

207-578-6283

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Region 3 Liaison Team

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Region 4 Liaison Team

Amber Rocha

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Region 5 Liaison Team

Annie Brooks & Tiffany Lynch

207-578-6289

region5@wreathscrossamerica.org



Meet the WAA Locations & Groups Team!



Julie Bright
Director of Locations & Groups



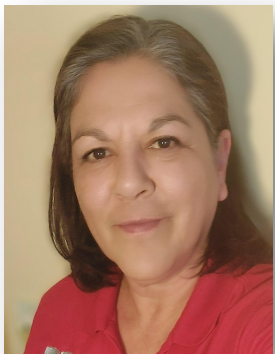
Meagan Erickson
Asst. Director of Locations & Groups



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Region 5 Liaison Team
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THANK YOU!



WREATHS *across* AMERICA

LOCATIONS & GROUPS TEAM