

# Mailed Sponsorships

## Step-by-Step Instructions



WREATHS *across* AMERICA

# 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.*



# Mailing Sponsorships: A Few Tips!

## ✓ Mail Checks in Small Batches

Send checks to WAA Headquarters frequently—within no more than **30 days of the check date** —to ensure timely processing.

## ⊘ Avoid Mailing Cash

Instead, deposit cash and place an **online order** through your group page, or convert it into a **check or money order** (payable to Wreaths Across America) and send it with a **Wreath Sponsorship Order Form** or **Tally Sheet** .

## 🌐 Online Ordering is the Best Option!

Encourage supporters to use your **group's direct link** for online orders—this ensures your group and location receive proper credit.

*Sponsorship Groups only receive credit for sponsorships made on their groups WAA page or connected member pages.*

## 📌 Grave Specific Requests

To **order by mail** , complete the **Grave Specific Wreath Sponsorship Form** or **Tally Sheet** with the required information and send it with your check. Be sure to **confirm that the location accepts Grave Specific Requests** before mailing. You'll need to provide the **veteran's first and last name** , and while not required, including details like **branch of service, military rank, date of birth, date of passing, and gravesite information** (section, row, and/or marker number) can help with placement.

*Grave Specific Wreaths are also accepted online by selecting "Grave Specific" under Customizations during checkout.*

## 💡 Need Help?

Your **Regional Liaison Team** is here to assist! Reach out with any questions.



# In Honor/In Memory Of

**For those wishing to honor a living veteran or remember a loved one who has passed, sponsoring a general veteran's wreath at a participating location is a meaningful way to contribute.**

*Please note that nothing will be added to the wreath to indicate it was sponsored in honor or memory of someone.*

## 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.*



THANK A VETERAN.



WREATHS across AMERICA

# 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. *This option is available at select locations.*

## **It's Easy to Order Grave Specific Wreaths - Online**

When sponsoring 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).

SAY  
THEIR  
NAMES



WREATHS *across* AMERICA



# Find More Sponsorship Options ONLINE


## Online Sponsorships are Easy!

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 sponsorships 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

# 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.

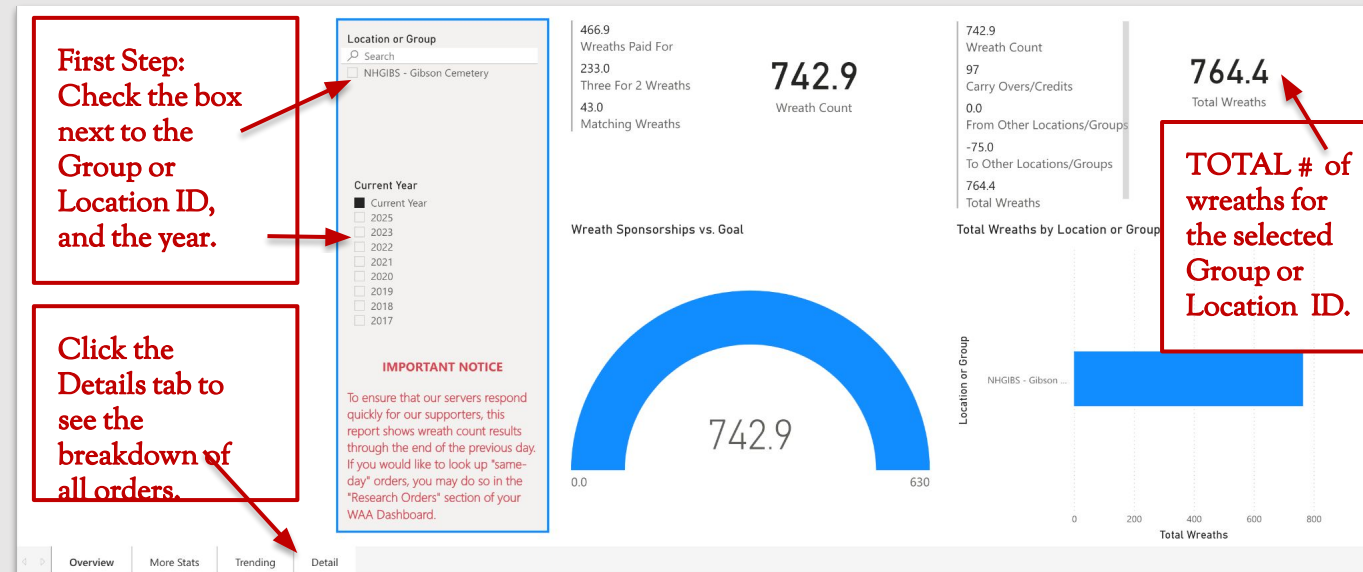
## Order Processing Times

- ❖ **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](http://manage.wreathscrossamerica.org)

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





# 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, paperclips, or tape. 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 in your confirmation email or on the [Volunteer Resource Page](#) under Order & Notification Forms.





# WREATHS *across* AMERICA

## Regional Map

### Region 1 Liaison Team

207-578-6277

[region1@wreathsacrossamerica.org](mailto:region1@wreathsacrossamerica.org)

### Region 2 Liaison Team

207-578-6283

[region2@wreathsacrossamerica.org](mailto:region2@wreathsacrossamerica.org)

### Region 3 Liaison Team

207-578-6287

[region3@wreathsacrossamerica.org](mailto:region3@wreathsacrossamerica.org)

### Region 4 Liaison Team

207-578-6284

[region4@wreathsacrossamerica.org](mailto:region4@wreathsacrossamerica.org)

### Region 5 Liaison Team

207-578-6289

[region5@wreathsacrossamerica.org](mailto:region5@wreathsacrossamerica.org)





THANK YOU!



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