

# ★ THE CYCLE OF WREATH SPONSORSHIP ★



## IT ALL STARTS WHEN SOMEONE LEARNS ABOUT WREATHS ACROSS AMERICA AND DECIDES TO SPONSOR A VETERAN'S WREATH.

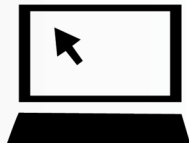
A donor sponsors a wreath to be placed on a veterans grave, but what happens to that donation when it is made to ensure the wreath gets to the intended destination?

WAA receives a check for a wreath sponsorship.



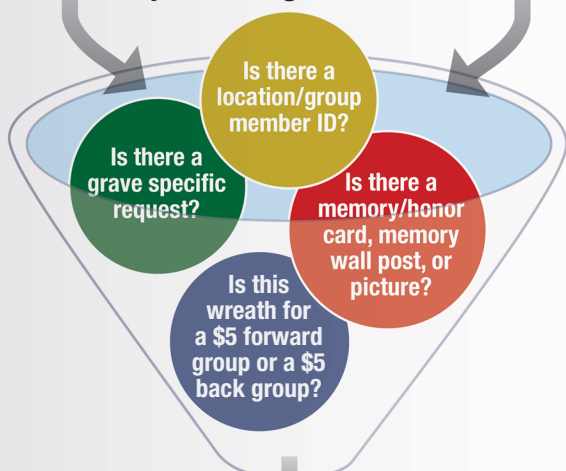
WAA Finance Department processes the check and enters the information into the finance system which then feeds to the Manage Pages and reports.

WAA receives an online wreath sponsorship.



Online order feeds to the Manage Pages and reports instantly and then the order is verified by the WAA Finance Department.

Factors to consider when processing an order:



The wreath is now in the system and showing in Finance for payback and reporting, in Logistics for shipping, and in Manage Pages for the Location Coordinators and Group Leaders to view.



Cutoff Day arrives and WAA is able to start finalizing numbers for shipping.

Factors to consider when deciding how many wreaths to ship and how they will be transported:



The truck arrives at the designated loading area and final numbers are pulled and the truck is loaded.



The wreaths being shipped small pack (UPS/FedEx) are picked up and shipped out.



WAA HQ sends an email to the Location Coordinator letting them know how the wreaths have shipped and how many boxes they will receive.



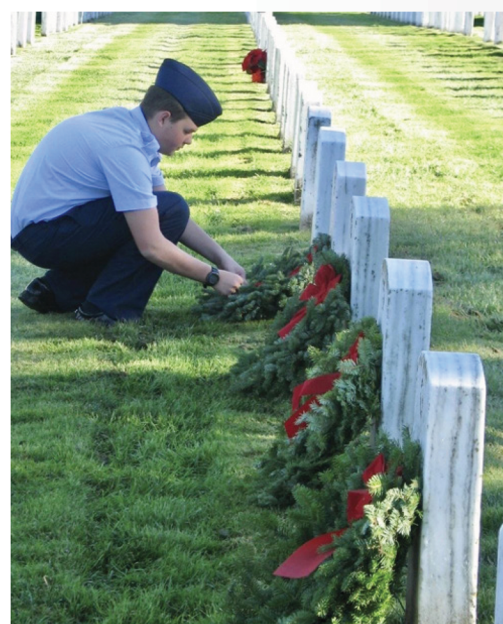
The truck driver or company will contact the Location Coordinator to notify of delivery.

WAA HQ will send a separate email to the Location Coordinator with tracking numbers for delivery.

The wreath is delivered along with all other sponsored wreaths for that location, where the Location Coordinator counts the boxes and then sets aside any grave specific wreaths.



**The wreath is placed on a veteran's grave on National Wreaths Across America Day!**



Wreath is cleaned up a few weeks later and recycled or disposed of.



WREATHS *across* AMERICA

[www.wreathscrossamerica.org](http://www.wreathscrossamerica.org)