**Policies for Location Coordinator**

**As a Wreaths Across America Location Coordinator, I agree to…**

1. Be responsible for coordinating the event at my location, working with all groups and individuals who may want to participate, working with all sponsorship groups, and ensuring wreaths are delivered, unloaded, placed respectfully, and removed.
2. Treat all sponsorship groups and volunteers with respect.
3. Will communicate regularly with all sponsorship groups, volunteers, cemetery staff, and my Regional Liaison.
4. Reach out to the community to relay the story of what we are doing, consistent with WAA policies and guidelines.
5. Make Wreaths Across America events all inclusive, and ensure it will be non-political.
6. Accept and include all ceremonial wreaths at this location.
7. Notify my Regional Liaison by September 1st, if I cannot serve as the Location Coordinator for that year.
8. Be responsible for counting and accepting only the number of boxes that are indicated on the Bill of Lading (BOL) for my location. Should I feel the number is not accurate, I will be responsible for notifying my Regional Liaison immediately.

**Additionally, I understand that...**

1. I must provide a second point of contact to act as Co-location Coordinator.
2. While it is acceptable to have a separate website for your group/location, any donations should be linked to your WAA page for payment.
3. It is not permissible to open a checking or savings account under the Wreaths Across America name.
4. WAA cannot provide me with donor contact information due to privacy regulations. All donor information is protected, and I will not use donor names to solicit order corrections for donors who have not designated a group and/or location on their order, to recruit donors from other registered sponsorship groups and/or locations for which I do not coordinate, or to solicit funds for organizations other than Wreaths Across America.
5. When using the WAA tax ID number to solicit grants for my group and/or location, I must notify my Regional Liaison prior to applying for the grant to receive further instructions.
6. If I choose to accept grave specific requests at my location, it is my responsibility toensure they are placed.
7. I will ensure efficient wreath delivery by providing an adequate shipping address, meeting the truck with volunteers to unload the wreaths, and communicating with my Regional Liaison if problems are anticipated.
8. I will complete the wreath delivery confirmation form within five business days of receiving the wreaths for my location(s).
9. I will ensure wreaths are cleaned up in a timely manner and will respect all the rules and or any other specific requests of the cemetery and/or any entity that owns this location.
10. The Wreaths Across America Event at my location is covered for general liability by Wreaths Across America, with certain exclusions and limitations applicable.
11. Wreaths Across America is trademarked and registered, and only I and other registered Location Coordinators may use its name for an event or ceremony.
12. All wreaths placed during a registered Wreaths Across America event must be provided by Wreaths Across America.
13. Wreaths Across America is not affiliated with any religion or political view. At cemeteries without a formal policy, we do not place a wreath on the headstones of those graves marked with the Star of David, out of respect for Jewish custom. We simply pause and pay our respects. The only exception is when families of the deceased request a wreath, and then their wishes are honored.
14. I have read and agree to abide by the Public Relations and Media Policy located in the Policy Handbook.
15. I will comply with all WAA Policies and procedures as outlined in the Wreaths Across America Policy Handbook and Reference Guide which can be found on the resource page <https://learn.wreathsacrossamerica.org/location-group-resources>.

My signature below confirms that I have thoroughly read, I understand, and I agree to the above terms and responsibilities as described in the Wreaths Across America™ Policy Handbook for Locations Coordinator. Further, I understand that Wreaths Across America may remove me as the Location Coordinator at any time and for any reason.

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Location Coordinator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed

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Name Printed Location ID

*Please keep a copy for your records and send a signed copy to the Wreaths Across America™ Office, PO Box 249, Columbia Falls, ME 04623.*