**Policies for Sponsorship Group Leader**

**As a Wreaths Across America Sponsorship Group Leader, I agree to…**

1. Communicate at least once every 6 weeks with my Regional Liaison to keep my account details up to date.
2. Follow all guidance provided by the Location Coordinator regarding wreath-laying event plans.
3. Treat all other sponsorship groups, Location Coordinators, and volunteers with respect.
4. Submit all funds raised for Wreaths Across America monthly on proper forms, with the correct Group ID and Location ID indicated on each order.
5. Reach out to my community to relay the story of what we are doing, consistent with WAA policies.
6. Comply with all WAA Policies & 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>.

**Additionally, I understand that…**

1. While any donation amount is accepted, the individual purchase price of a wreath is $15.
2. It is not permissible to open a checking or savings account under the Wreaths Across America name.
3. While it is acceptable to have a separate website for your group/location, any donations should be linked to your WAA sponsorship page for payment.
4. Each donor will select the group and location for which they would like to sponsor a wreath. Only the donor can make changes to their order once it is placed.
5. Sponsored wreaths will be sent directly to the location for which the donor indicated on their order.
6. To receive credit for orders placed, I must verify *prior* to submitting any orders that both the Group ID and Location ID are indicated properly on the order.
7. 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.
8. Promotional and 3-for-2 wreaths will be credited to my group once the order has been processed. These will be indicated on my Wreath Count Report and Research Orders on the Dashboard.
9. Should I fail to update my Regional Liaison with correct account details, my payback checks may be delayed or cancelled, if undeliverable.
10. Payback checks will be issued every 45-60 days for groups receiving $5 back.
11. Payback checks must be cashed within 120 days. After 12 months, if it is not cashed, it will be voided and submitted to the state of Maine as abandoned/unclaimed property.
12. Should I fail to submit donor’s checks within a month of receipt and they are returned, my group’s wreath count and/or payback check(s) may be adjusted accordingly.
13. I will direct donors to place their Grave Specific requests as online orders or make special arrangements with my Location Coordinator to provide them with a complete list of Grave Specific requests, as they are not accepted through the mail.
14. Wreaths will be dispersed to all volunteers by the Location Coordinator at the WAA wreath-laying event and will not be labeled or set aside for individual groups.
15. It is my responsibility to make arrangements with the Location Coordinator for any volunteer efforts of my sponsorship group at the WAA wreath-laying event(s).
16. Should your sponsorship group support a location that is no longer registered, any donations for that location will be transferred to a participating location of your choice, unless otherwise indicated by the donor.
17. To thank donors and volunteers, I can either use the Messaging Portal on the Dashboard or I can compile my own list of contacts prior to mailing sponsorship forms to WAA.
18. 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 funds for organizations other than Wreaths Across America.
19. Should my group choose to display a flag(s) at any of our fundraising events, we will do so respectfully and will follow proper flag etiquette.

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 Group Leaders. Further, I understand that Wreaths Across America may remove me as the Group Leader at any time and for any reason.

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Name Printed Group 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.*