MAILING ORDERS
HOW-TO TUTORIAL

Wreaths Across America
2022
Mailing Orders:
A Few Tips!

★ Checks should be mailed to WAA-HQ in small batches and frequently – within 30 days of the check date.

★ It’s not recommended that you mail cash. Either deposit the cash and place an online order (on your group page) with those funds or convert the cash into a check or money order, made payable to Wreaths Across America and mail it with an approved Wreath Sponsorship Order Form and Tally Sheet.

★ You will find more available options for ordering ONLINE. Be sure to use the direct link to your group page so that your group and location receive credit for the orders!

★ Grave Specific Requests are now accepted online AND through the mail! All mailed Grave Specific Requests must be on the approved Wreaths Sponsorship Grave Specific Form. The sponsor will receive an email requesting more information and they must reply to ensure fulfillment of their Grave Specific Request.

★ If you have any questions or need help, please contact your Regional Liaison Team.
How to Mail an Order?

For your group and location to receive credit, all forms must have your Group ID and Location ID printed clearly in the required sections.

**STEP 1:**
The NEW Order Forms must be included with all mailed orders! They can be found on the Volunteer Resource Page under Order & Notification Forms.

**STEP 2:**
Print off the NEW Wreath Sponsorship Order Form AND the Tally Sheet. You will need both!

**STEP 3:**
Complete the Wreath Sponsorship Order Form for EACH check. Complete the Tally Sheet for the entire batch of checks in the envelope.

Once processed, receipts sent via email to those who provide an email address.

Mail Checks To:
Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

Checks must be made payable to Wreaths Across America.

Orders with incorrect or incomplete forms, and/or with illegible information will experience delayed processing times.
When to Use a Tally Sheet?

All forms submitted must be the approved forms found on the Volunteer Resource Page.

NEW REQUIREMENT:

Each envelope of checks must include a Tally Sheet.

Make copies of all Tally Sheets prior to mailing.

Do NOT make copies of sponsor checks.

Orders with incorrect or incomplete forms, and/or with illegible information will experience delayed processing times.

If you need help completing a Tally Sheet, your Regional Liaison Team is happy to help!
When to Use a Wreath Sponsorship Form?

All forms submitted must be the approved forms found on the Volunteer Resource Page.

At a minimum, each check in the envelope should be listed on the Tally Sheet.

In addition, if the sponsor has special requests, a Wreath Sponsorship Order Form must also be included.

Orders with incorrect or incomplete forms, and/or with illegible information will experience delayed processing times.

If the sponsor is requesting a Grave Specific wreath, the Wreath Sponsorship Grave Specific Order Form must also be included with the Tally Sheet.

Thank you for supporting our mission to REMEMBER, HONOR, and TEACH!
Find More Ordering Options ONLINE

- More Options -

Patriot Pairs: Give/Get a Wreath
Pair a sponsored wreath with a wreath delivered to your home or delivered as a gift to a loved-one or a friend.

In Honor and Memory Of
Sponsor wreaths in honor of living veterans and in memory of those that have passed. Optionally include email or mailed gift cards.

Grave Specific
Request that our volunteers honor and remember a veteran by placing a wreath on a specific grave. Only available at designated cemeteries.

There are many ways to honor your loved ones with a wreath!

Visit your group page to select more ordering options.

If you need help placing an order, call our Customer Service team at 877-385-9504!

Patriot Pairs and Military Pairs are only accepted online.

Patriot Pairs and Military Pairs are only accepted online.
Patriot and Military Pairs are a great option if you’re looking to participate on Wreaths Across America Day and remember the service of a veteran in your family, honor the sacrifice of a military family you know, or teach others about the Wreaths Across America mission at a business or at home!

This option is only available online.

**Patriot Pair - $34 plus shipping**

ONE sponsored veteran's wreath delivered to a participating location of your choice.

Plus, ONE personal remembrance wreath delivered to the address of your choice.

What is a Personal Remembrance Wreath?

It is a 22" fresh balsam wreath with a red bow, identical to the veteran wreaths placed at each participating location nationwide.

**Military Pair - $38.50 plus shipping**

ONE sponsored veteran's wreath delivered to a participating location of your choice.

Plus, ONE military tribute wreath delivered to the address of your choice.

What is a Military Tribute Wreath?

It is a 22" fresh balsam wreath with a red bow, adorned with an American flag and Military Branch flag of your choosing.
In Honor or In Memory Of

Sponsor general veteran wreaths "In Honor Of" living veterans or "In Memory Of" those who have passed at the participating location of your choice. You may also request that we send an email or honor card telling someone of your sponsorship!

This option is available through the mail and online.

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?

It is an ecard that Wreaths Across America will send to a friend or loved-one letting them know that you made this gift in their name. *There is an option to send a physical card for a $2 mailing fee; only available online.*

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 laid to rest at the location of your choosing. To sponsor a wreath for your loved one's grave, please select the Grave Specific option instead.
Grave Specific Requests

Place a wreath (or have it placed on your behalf) at the grave of a veteran loved one by sponsoring a Grave Specific Request!

This option is available at select locations only.

Required Information:

- Veteran First and Last Name
- Their Military Branch of Service

Optional (and very helpful!) Information:

- Date of Birth
- Date of Passing
- Where They Are Location in Cemetery (Section, Row and/or Marker Number)
More About Grave Specific Requests:

Grave Specific Requests are accepted at select participating locations nationwide and allow sponsors to place a wreath at their specific loved one’s grave.

Sponsors may place the Grave Specific Wreath themself or request to have a volunteer place it for them.

Grave Specific Requests are now accepted online AND through the mail! For online orders, sponsors would place an online order and select the Grave Specific option.

All mailed Grave Specific Requests must be on the approved Wreaths Sponsorship Grave Specific Form, after verifying on the location page that they are able to accept Grave Specific Requests. The sponsor will receive an email requesting more information and they must reply to ensure fulfillment of their Grave Specific Request.

Alternatively, you can gather a list of Grave Specific Requests and send in the wreath sponsorships accompanied by an approved Wreath Sponsorship Order Form and Tally Sheet, then manually enter them to the Grave Specific Report on your Dashboard prior to the Cutoff Date.

“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
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Terra Delong & Emily Carney
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Region 2 Liaison Team
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Region 5 Liaison Team
Tiffany Lynch & Annie Brooks
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** Region 2 Includes DC
** Region 4 Includes Puerto Rico, Virgin Islands, & Cuba
** Region 5 Includes Guam

WREATHS across AMERICA
Regional Map
Meet the Locations and Groups Team

Julie Bright
Director of Locations & Groups

Meagan Erickson
Asst. Director of Locations & Groups

Richelle Bergeson
Finance Liaison

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