



WREATHS *across* AMERICA

# GRAVE SPECIFIC REPORT HOW-TO TUTORIAL

Wreaths Across America



# What Are Grave Specific Requests?

- Grave Specific Requests are accepted at select participating locations** nationwide and allow donors to sponsor a wreath to be placed on their specific loved one's grave. Be sure to check that the location you are supporting accepts Grave Specific Requests.
- Donors may place the Grave Specific Wreath themselves or request to have a volunteer place it for them.
- Grave Specific Requests are accepted online.** Donors should select the Grave Specific option when sponsoring wreaths online through your WAA group page. After their order is processed, their loved one will automatically be added to the Grave Specific list for placement on wreath day.
- For sponsors that prefer to write a check for their order,** you may use the Grave Specific Wreath Sponsorship Form to collect their information, to assist you in manually entering their request on the Grave Specific Report in the Dashboard. Transfer the sponsorship information to a Tally Sheet and mail in with their check. Do not send Grave Specific information through the mail or it will slow the processing of the order. **Refer to the [Volunteer Resource Page](#) for all approved WAA order forms and helpful tools to make this easy for you!**



“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

# Grave Specific Requests ONLINE

Sponsors can request a Grave Specific wreath by placing their order online through your WAA group page for select locations!



WREATH SPONSORSHIP

FORT LOGAN VETERANS REMEMBRANCE WREATHS (CO0087P) |46149|

*What does it mean to sponsor a wreath?* It means you'll honor an American hero at one of more than 2,800 locations nationwide this year on Wreaths Across America Day. It's a day that's been set aside to lay wreaths at the places where we remember, honor and teach about our veterans: cemeteries, monuments, parks... Anywhere we can pay tribute to their sacrifices.

Number of Wreaths to Sponsor:

- ☐ 1 Wreath Individual Sponsorship (\$15)
- ☐ 2 Wreaths (\$30.00)
- ☐ 5 Wreaths (\$75.00) \*Most Popular
- ☐ 10 Wreaths (\$150.00)
- ☐ Custom Number of Wreaths

Click here to select the location for your Grave Specific Request.

Location to Support:

Fort Logan National Cemetery, Denver, CO 80236, United States

If the location accepts Grave Specific Requests, you will be able to select it under More Options.

After you complete the Grave Specific form and finalize your order, you will receive an emailed receipt confirming the details of your Grave Specific Request. It will automatically be added to the list of Grave Specific wreaths at the location, ensuring its placement on wreath day.

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.

# Grave Specific Requests ONLINE


**When the sponsor selects Grave Specific for an online order, they will be prompted to complete this form. The more information provided, the easier it will be for the volunteer Location Coordinator to ensure placement of the Grave Specific Request.**

### Grave Specific

702 Xventures (NV0116) supporting NVSVMB - Southern Nevada Veterans Memorial Cemetery

Was there a special veteran in your life? A family member? A friend? We're on a mission to remember, honor and teach about these American heroes. Join us by sponsoring a wreath & we'll ensure that their sacrifice is remembered yet again.

[Learn More](#)



\$15.00

☒ Want to send wreaths as gifts or honor multiple veterans? [Learn More](#)

Who Should Place Your Wreath?:

☐ Place Yourself: I will place this remembrance wreath

☐ A Volunteer: Please have a volunteer place this wreath for me

First Name (of Person to Honor and Remember):

Last Name (of Person to Honor and Remember):

Served in/as:

Choose Options

Date of Birth (optional):


Date of Passing (optional):

Picture of Person to Remember and Honor (optional):

No file chosen

Section in Cemetery (optional):

**Important:** If you'd like to make a grave-specific request, please be sure to provide us with all applicable details below. Not all locations are able to accommodate grave-specific requests, but our volunteers do their very best to honor your wishes.



## 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)**




## Grave Specific Requests MANUAL ENTRY

**Grave Specific Requests are available at select locations and only available online. You must manually enter Grave Specific Requests on the Dashboard for those who are not able to sponsor their Grave Specific wreaths online, as they are not accepted through the mail. The [Volunteer Resource Page](#) has several approved forms to help you with this!**

**Replace the QR Code**  
above that links  
directly to your WAA  
group page and add  
your direct link in the  
description below.



**WREATHS *across* AMERICA**  
**Grave Specific Wreath Sponsorship Form**



Sponsored wreaths are placed on grave markers at state and national veterans' cemeteries, as well as at local, community cemeteries each December. For quicker processing and the convenience of paying with a credit card, debit card, Google Pay, or PayPal, wreaths may be sponsored as grave specific requests online by scanning the QR Code above or visiting [\(insert direct link to group page\)](#). If you prefer to pay with a check, please complete this form and mail it along with your check to the address in the box on the right. Thank you for your support!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please make checks payable to:**  
**Wreaths Across America**

Insert your mailing address for sponsors to mail to you for grave specific requests. You then will submit a tally sheet with checks, then keep this form for your records to help you manually enter them in your dashboard on the grave specific report.

**Don't forget to replace the QR Code with one that links to your WAA group page.**

Customize this section!

Sponsorship Type	Price	Quantity	Total
Individual = 1 Wreath	\$15.00		
Family = 4 Wreaths	\$60.00		
Small Business = 10 Wreaths	\$150.00		
Corporate = 100 Wreaths	\$1,500.00		
	<b>Grand Total</b>		

**Remember to add IDs so that you get credit!**

Location ID \_\_\_\_\_

Group ID \_\_\_\_\_

Grave Specific Requests

**Veteran Name:** \_\_\_\_\_

**Cemetery Section/Row/Marker #:** \_\_\_\_\_

**Other Identifying Information:** \_\_\_\_\_

**Veteran Name:** \_\_\_\_\_

**Cemetery Section/Row/Marker #:** \_\_\_\_\_

**Other Identifying Information:** \_\_\_\_\_

**Veteran Name:** \_\_\_\_\_

**Cemetery Section/Row/Marker #:** \_\_\_\_\_

**Other Identifying Information:** \_\_\_\_\_

**Veteran Name:** \_\_\_\_\_

**Cemetery Section/Row/Marker #:** \_\_\_\_\_

**Other Identifying Information:** \_\_\_\_\_

Please note, **ALL** sponsored wreaths are shipped directly to the location and **NO** wreaths are sent to the individuals purchasing sponsorships.

## Grave Specific Wreath Sponsorship Form

Each block on this form can be used for a different Grave Specific Request, making it easy to quickly transfer them to the Grave Specific Report on the Dashboard, ensuring their placement on National Wreaths Across America Day!

**Grave Specific Request Tracking Sheet**  
(Must manually add to the Dashboard Grave Specific Report)

<p><b>Sponsor Name:</b> _____</p> <p><b>Sponsor Email:</b> _____</p> <ul style="list-style-type: none"><li>• Sponsor will attend and place wreath.</li><li>• Sponsor would like a volunteer to place the wreath.</li></ul> <p><b>Group ID:</b> _____</p> <p><b>Location ID:</b> _____</p> <p><b>Veteran Name:</b> _____</p> <p><b>Cemetery Section/Row/Marker #:</b> _____</p> <p><b>Other Identifying Information:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>Sponsor Name:</b> _____</p> <p><b>Sponsor Email:</b> _____</p> <ul style="list-style-type: none"><li>• Sponsor will attend and place wreath.</li><li>• Sponsor would like a volunteer to place the wreath.</li></ul> <p><b>Group ID:</b> _____</p> <p><b>Location ID:</b> _____</p> <p><b>Veteran Name:</b> _____</p> <p><b>Cemetery Section/Row/Marker #:</b> _____</p> <p><b>Other Identifying Information:</b> _____</p> <p>_____</p> <p>_____</p>
<p><b>Sponsor Name:</b> _____</p> <p><b>Sponsor Email:</b> _____</p> <ul style="list-style-type: none"><li>• Sponsor will attend and place wreath.</li><li>• Sponsor would like a volunteer to place the wreath.</li></ul> <p><b>Group ID:</b> _____</p> <p><b>Location ID:</b> _____</p> <p><b>Veteran Name:</b> _____</p> <p><b>Cemetery Section/Row/Marker #:</b> _____</p> <p><b>Other Identifying Information:</b> _____</p> <p>_____</p> <p>_____</p>	<p><b>Sponsor Name:</b> _____</p> <p><b>Sponsor Email:</b> _____</p> <ul style="list-style-type: none"><li>• Sponsor will attend and place wreath.</li><li>• Sponsor would like a volunteer to place the wreath.</li></ul> <p><b>Group ID:</b> _____</p> <p><b>Location ID:</b> _____</p> <p><b>Veteran Name:</b> _____</p> <p><b>Cemetery Section/Row/Marker #:</b> _____</p> <p><b>Other Identifying Information:</b> _____</p> <p>_____</p> <p>_____</p>

This is a helpful tool to use if you are at a fundraising event where you might be collecting cash donations!

## Grave Specific Request Tracking Sheet

[illegible]

## Tally Sheet

# The Grave Specific Report

Dashboard Promote Special Services Manage Libraries

GRAVE SPECIFIC REQUESTS (4) DOWNLOAD

Click Special Services, then Grave Specific to view the Report.

Click Download to export the report to an Excel sheet.

Grave Specific

Remember Wall

Cards Or Invites

All Special Services

Order Line	1804376 - On	Member Live	n/a	Complete Percentage	67 %
Year	2022	Veteran Name	Roy Bradford	Last More Info Message	n/a
Sponsor Name for Display	Mary P.	Served Or Other	United States Military	Last Photo Message	n/a
Will Place Myself	Yes	Branch	Army	Last Reorder Message	n/a
Group	NC0280P - Fayetteville Area Wreaths for Veterans	Cemetery Section	n/a	Status	1. Not Handled
Group Live	Live	Cemetery Row	n/a	Status Comment	n/a
Location	NCSVSL - Sandhills State Veterans Cemetery	Marker Number	n/a	Status By	n/a
Location Live	Live	Other Identifying Items	n/a	Status At	Sep 17, 12
Group Member	n/a	Other Instructions	n/a		
Order Line	n/a	Member Live	n/a	Complete Percentage	100 %
Year	2022	Veteran Name	Kelly Gore	Last More Info Message	n/a
Sponsor Name for Display	Julie Bright	Served Or Other	United States Military	Last Photo Message	n/a
Will Place Myself	Yes	Branch	Navy	Last Reorder Message	n/a
Group	NC0280P - Fayetteville Area Wreaths for Veterans	Cemetery Section	n/a	Status	1. Not Handled
Group Live	Live	Cemetery Row	n/a	Status Comment	n/a
Location	NCSVSL - Sandhills State Veterans Cemetery	Marker Number	n/a	Status By	Julie Bright - fayettevillewaa@
Location Live	Live	Other Identifying Items	n/a	Status At	Last Mon, 4:12:01 PM
Group Member	n/a	Other Instructions	n/a		
Order Line	n/a	Member Live	n/a	Complete Percentage	100 %
Year	2022	Veteran Name	Tim Gore	Last More Info Message	n/a
Sponsor Name for Display	Julie Bright	Served Or Other	United States Military	Last Photo Message	n/a
Will Place Myself	Yes	Branch	n/a	Last Reorder Message	n/a
Group	NC0280P - Fayetteville Area Wreaths for Veterans	Cemetery Section	n/a	Status	n/a
Group Live	Live	Cemetery Row	n/a	Status Comment	n/a
Location	NCSVSL - Sandhills State Veterans Cemetery	Marker Number	n/a	Status By	n/a
Location Live	Live	Other Identifying Items	n/a	Status At	n/a
Group Member	n/a	Other Instructions	n/a		

Click the + to manually add to the Grave Specific Report. ONLY add those that are not already on the list.

Grave Specific Requests are only accepted at specific locations. If you aren't sure if your location accepts them, check with the Location Coordinator or your Regional Liaisons.

Groups can add their own Grave Specifics!

Online orders will automatically be added to this report. All other orders must manually be added.

# Manually Add to the Grave Specific Report

Enter as much information as possible so that it's easy for the volunteer Location Coordinator to fulfill the Grave Specific Request.

**New Special Services**

**SPONSOR INFO**

Order Line

\* Year 2022 > *Enter the Sponsor Name.*

Sponsor Name for Display

**LOCATION/GROUP**

Group (select) >

\* Location NCFACF - Fayetteville Area Veterans > *Enter your Group ID and Location ID.*

**SERVICES**

\* Wall Post ☐

\* Card Or Invite ☐

\* Grave Specific ☒ *Toggle ON for Grave Specific and if the sponsor wants to place the wreath.*

\* Will Place Myself ☐



**VETERAN INFO**

Veteran Name Seth Pettit *Enter the veteran's name and as much other additional information as possible.*

Served Or Other United States Military

Branch Army

Veteran Rank

Year Of Service First

Year Of Service Last

\* Living Or Passed ☒ Passed ☐ Living ☐ Not Specified *You must select PASSED to enter the Grave Specific details.*

Date Of Birth

Date Of Passing

Cemetery Section

Cemetery Row

Marker Number

Other Identifying Items

Other Instructions

*These details are very important!*

*The more info you provide, the easier it will be for the Location Coordinator to fulfill the Grave Specific Request.*

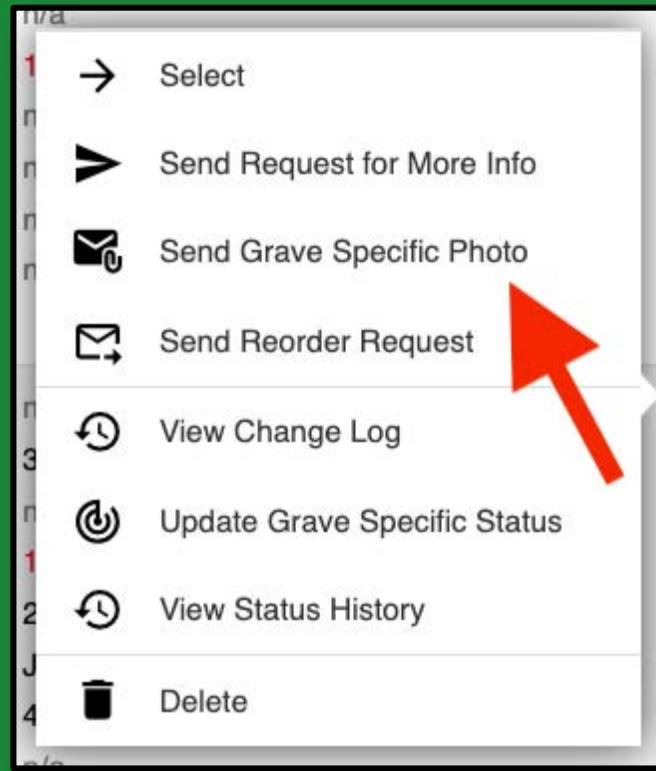
*Click SAVE AND NEW to add another Grave Specific Request or click SAVE if you are done entering them.*

**SERVICE STATUS**



# Manage Existing Grave Specific Requests

Click the **THREE DOTS** in the top right corner of the order line to manage the GS Request. You can update the veteran info, add a photo or wall post, message the sponsor, or set a status!



A screenshot of the main screen of the mobile application. The screen is titled 'REVIEW SPECIAL SERVICES' and shows details for a specific order line. The order line is '1815033 - Online - 1152979 - 10/06/22 - 5103063 - J...'. The screen is divided into sections: 'SPONSOR INFO', 'LOCATION/GROUP', 'SERVICES', and 'REMEMBER WALL'. The 'SPONSOR INFO' section shows the order line, year (2022), and sponsor name for display (Julie B.). A red arrow points to the sponsor name with the text 'Update the Sponsor Name (If Different from Name on Order)'. The 'LOCATION/GROUP' section shows the group (NC0280P - Fayetteville Area Wreaths for Veterans) and location (NCFACF - Fayetteville Area Veterans). The 'SERVICES' section shows a list of services with checkboxes: 'Wall Post' (checked), 'Card Or Invite' (checked), 'Grave Specific' (checked), and 'Will Place Myself' (checked). A red circle highlights these services. A red arrow points to the 'EDIT' button at the bottom right with the text 'STEP 1: Click EDIT to begin making changes, then SAVE to confirm the changes.' The 'REMEMBER WALL' section is at the bottom. The bottom of the screen has buttons for 'CLOSE', 'DELETE', and 'EDIT'.



# Manage Existing Grave Specific Requests

It's easy to update the **VETERAN INFO** and add other instructions for the team placing the Grave Specific Requests! You can also **ADD PHOTOS** of the veteran or of the placed wreath.

1815033 - ONLINE - 1152979 - 10/06/22 - 5103063 - JULIE BRIGHT - NCFACF - N...

### VETERAN INFO

Veteran Name	Carl Burr
Served Or Other	Military Spouse or Family
Branch	(select)
Year Of Service First	
Year Of Service Last	
* Living Or Passed	<input checked="" type="radio"/> Passed <input type="radio"/> Living <input type="radio"/> Not Specified
Date Of Birth	
Date Of Passing	
Cemetery Section	Back Right Corner
Cemetery Row	
Marker Number	
Other Identifying Items	Veterans Headstone
Other Instructions	

Click **SAVE** once edits are complete.

CANCEL **SAVE**

**To add info for a Grave Specific Request, you must select that they have PASSED.**



1815033 - ONLINE - 1152979 - 10/06/22 - 5103063 - JULIE BRIGHT - NCFACF - N...

Other Instructions

Click here to add a new photo.

**HELPFUL TIP:** When you message the sponsor, you can send them a photo of their loved one's wreath if you use this feature!

### PHOTOS

SPECIAL SERVICES PHOTO (2) + NEW PHOTOS See All >

Photo Name	Photo	Wall Photo	Grave Specific Photo
Carl Burr's Wreath		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carl Burr Photo		<input checked="" type="checkbox"/>	<input type="checkbox"/>

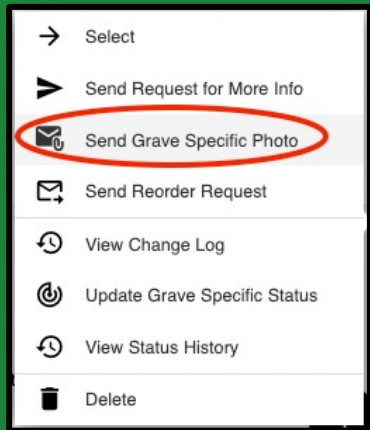
Check here if you want the picture on your Remember Wall.

Always **SAVE** your work!

CANCEL **SAVE**

# Message Photos of Grave Specific Requests

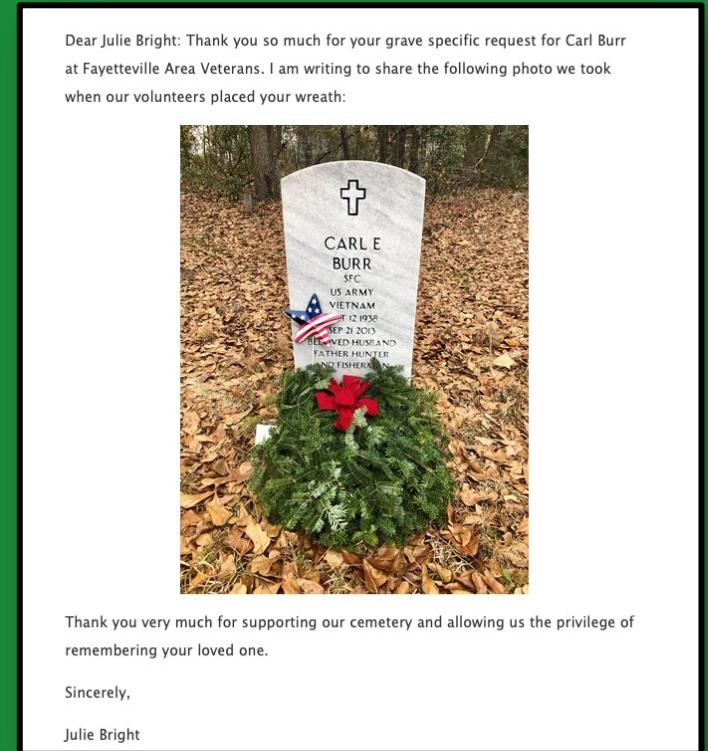
**MESSAGING PHOTOS** of the Grave Specific wreath placements to your sponsors is simple! While it's not required, it is a nice gesture to show sponsors that their loved one was honored with a wreath.



A screenshot of the 'Review Messages' form. The form has three tabs: 'Preview', 'Media', and 'Settings'. The 'Preview' tab is active. The form contains the following fields and controls:

- \* Include News: ☐
- \* Include Album: ☐
- \* Include Image or Video: ☒ (Annotated with a red box: 'Toggle ON to Include Image, then type the image name to select the correct image.') and a red arrow pointing to the 'Image or Video Title' field.
- Image or Video Title (Optional):  (Annotated with a red arrow: 'Click PREVIEW to edit the message template.')
- Image (or Video Thumbnail):  (Annotated with a red arrow: 'Click MEDIA to select which photo to send.')
- Click Through Url (Optional):
- \* Include Instructions: ☐

At the bottom of the form, there are four buttons: 'CANCEL', 'VIEW RECIPIENTS', 'SAVE DRAFT', and 'SEND' (highlighted with a red circle and annotated with a red arrow: 'Click to SEND your message.').





# WREATHS *across* AMERICA

## Regional Map



### Region 1 Liaisons

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

Terra Delong: 207-470-0965

Emily Carney: 207-221-5163

### Region 2 Liaisons

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

Miesa Bland: 207-813-4376

Richelle Bergeson: 207-618-5348

### Region 3 Liaisons

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

Stephanie Molina: 207-813-4281

Richelle Bergeson: 207-618-5348

### Region 4 Liaisons

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

Meagan Erickson: 207-470-0970

Amber Rocha: 207-813-4248

### Region 5 Liaisons

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

Tiffany Lynch: 207-512-5263

Emily Carney: 207-221-5163



# Meet the Locations and Groups Team



**Julie Bright**  
Director of Locations & Groups

[jbright@wreathsacrossamerica.org](mailto:jbright@wreathsacrossamerica.org)  
207-618-5078



**Terra Delong**  
Region 1 Liaison



**Emily Carney**  
Regions 1 & 5 Liaison



**Miesa Bland**  
Region 2 Liaison



**Stephanie Molina**  
Region 3 Liaison



**Richelle Bergeson**  
Region 2 & 3 Liaison



**Meagan Erickson**  
Region 4 Liaison



**Amber Rocha**  
Region 4 Liaison



**Tiffany Lynch**  
Region 5 Liaison





WREATHS *across* AMERICA

THANK YOU

Wreaths Across America