



WREATHS *across* AMERICA

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** – at least within 2 weeks of the check being written.
- ★ **Do NOT 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.
- ★ **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 not accepted through the mail.** Any indication on the order form or check that it is for a specific grave will slow down the processing of the order.
- ★ **If you have any questions or need help, please contact your Regional or Assistant Liaison.**



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, with black ink, in the required sections.

Mail Checks To:

Wreaths Across America
PO Box 249
Columbia Falls, ME 04623

*Checks must be made payable to
Wreaths Across America.*

*Orders with missing, incomplete,
or illegible information will
experience delayed processing times.*

1

To mail donations for your group, first convert any cash into a check or money order.

2

Include a Wreath Sponsorship Order Form for each check or complete a Tally Sheet (in lieu of individual Wreath Sponsorship Order Forms) if you are sending multiple checks in one envelope. These forms are found on the [Volunteer Resource Page](#).

3

Make a copy of all forms and checks included in the envelope that you mail to WAA-HQ. If you can get tracking, we suggest it.

4

Mailed in orders process approximately 3-4 weeks after received at WAA-HQ. You will see the details of each order on your Wreath Count Report once processing is complete.

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 Grave Specific Requests are *only* accepted online.

Patriot Pairs and Military Pairs

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 - \$30 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 - \$34.50 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 a card 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 a \$2 fee for this mailing.

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

Would you like to place a wreath (or have one of our volunteers place it on your behalf) on the grave of a veteran loved one? Sponsor a Grave Specific Request!


This option is available at select locations and only available online.

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):

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 donors to sponsor a wreath to be placed on their specific loved one's grave.



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



Grave Specific Requests are only accepted online. Donors should select the Grave Specific option when sponsoring wreaths online through your WAA group page. They will need to provide their loved one's name and where they are located within the cemetery. After their order is processed, their loved one will automatically be added to the Grave Specific list for placement on wreath day.



If you have a donor who is unable to donate online and must pay with a check, please reach out to the volunteer Location Coordinator for the cemetery and ask if they are willing to accommodate their Grave Specific Request. If you use sponsorship forms to collect Grave Specific information, include a note stating that these requests have already been recorded. Failure to do this will slow down the processing of the order. **You must manually add them to the Grave Specific Report, found on your Account Dashboard.**



“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

How to Manually Add a Grave Specific Request

New Grave Specific Request

Sponsor Details | Grave Specific Info | Cemetery Details | Profile

SPONSORDETAILS

Sponsor First Name

Sponsor Last Name

Sponsor Email

Sponsor Mobile

Sponsor Order No

Complete ALL required information on EACH tab, then click Save.

Click on these tabs to add as much additional information as possible.

CANCEL SAVE AND NEW SAVE



First, check with the volunteer Location Coordinator to verify they can accept Grave Specific Requests!



Log in to your Dashboard, then go to Manage, then click on the Grave Specific Report.



Click the + sign in the bottom right-hand corner of the Grave Specific Report to add a new one to the list.



There are four (4) tabs at the top of the form. **Click on each tab to add as much information as possible.** Once complete, click SAVE. You may add multiple Grave Specific Requests by clicking SAVE AND NEW.

New Grave Specific Request

Sponsor Details | Grave Specific Info | Cemetery Details | Profile

CEMETERY DETAILS

* Location Name [select]

Marker Number Southern Nevada Veterans Memorial Cemetery , Boulder City, NV 89005 (NVSVMB)

Click these arrows to select the location where the veteran is laid to rest.