**LOCATION SIGN UP FORM**

**PLEASE PRINT CLEARLY ON THIS FORM**

*Please submit these forms by emailing them to locations@wreathsacrossamerica.org, by faxing them to 1-866-956-1625, or by mailing them to PO Box 249 Columbia Falls, ME 04623.*

**Please use a separate form for each location.**

Name of Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Graves if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Veterans Graves: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The veteran grave count determines the maximum number of sponsored wreaths needed for shipping; if you are wanting more wreaths than the veteran grave count, please indicate that number in the section below where it asks the maximum number of sponsored wreaths that your location is willing to accept.*

Complete Address for Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Location Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location Coordinator Mailing Address and Physical Address:

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

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

Location Coordinator Contact Information: (both are required for office purposes)

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

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

Co-Location Coordinator Name: (required)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Location Coordinator Contact Information: (both are required for office purposes)

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

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

We will be posting both your phone number and your email address online for individuals to be able to contact you about your location. If you prefer one or the other not be posted please list which one. There ***MUST*** be one means of contact information posted online.

Is your location willing to place more than just the 7 ceremonial wreaths? \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO

If NO, we must have a viable reason why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We are not sure until the last minute how wreaths will be shipped to your location, so we need delivery addresses that work with all types of delivery situations (i.e. UPS, FedEx, Box truck, 18 Wheeler).*

Shipping Address for Wreaths if delivered by UPS or FedEx. (Please note when being delivered by UPS or FedEx they will not call prior so this needs to be an address that can be delivered to anytime without notice.) Please choose a commercial address if available.

Ship All Wreaths To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Shipping Address for Wreaths if delivered by an 18-Wheeler. (Please note this needs to be an address accessible by an 18-Wheeler, and keep in mind we cannot guarantee when the wreaths will be delivered so this address needs to be accessible at any time.)

Ship All Wreaths To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*The driver will contact you prior to delivery with an estimated time of arrival (we cannot guarantee how much notice they will give), it is your responsibility as the location coordinator to have volunteers lined up to unload the wreaths, it is not the responsibility of the driver to unload the truck.*

What is the maximum number of sponsored wreaths that your location can accept? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have extras that have been sponsored for your location, do you want them credited to next year or credited to a different location? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is your location willing to accept grave specific requests? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*By agreeing to take grave specific requests, you are agreeing to take all grave specific requests regardless of whether they use a coordinating Group ID or not, and that you will be responsible for keeping track of all requests.*

Questions/Comments:

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

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**2022 LOCATION COORDINATOR POLICY**

**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 of 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. I have read and agree to abide by the Public Relations and Media Policy located in the Policy Handbook.
14. 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 at<https://fs.hubspotusercontent00.net/hubfs/7355454/WAA_LocationsGroupsHandbook_2022_FINAL%20(1).pdf>

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.

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

Location Name

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

Location Coordinator Name Printed

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

Location Coordinator Signature

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

Date Signed

**Contact at Location Form**

This form must be completed by the contact person at the cemetery/memorial/miscellaneous location in order to be approved as a participating location.

*Please submit this form by emailing it to locations@wreathsacrossamerica.org, by faxing it to 1-866-956-1625, or by mailing it to PO Box 249 Columbia Falls, ME 04623.*

Name of Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact at Location (must work at cemetery/location): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact at Location’s Physical and Mailing Address:

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

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

Contact at Location’s Information: (both are required for office purposes only)

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

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

Would you like to be copied on delivery information or special announcements from

Wreaths Across America by email. \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_ No

Are there any special rules for your location that Wreaths Across America needs to comply with?

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

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Questions or Comments:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Contact at Location Date Signed

*Thank you for allowing us to participate at your location and for providing your contact information.*