

Important Fundraising Information For Registered Fundraising Groups

Location ID: **TNCNCC** Chattanooga National Cemetery, Chattanooga, TN

- First you ***must*** be a registered WAA fundraising group. If you have not registered and received your official group ID number please register as soon as possible (do ***not*** register again if you have already registered once this year, this creates processing issues). If you are unsure if you have registered please contact fundraising@wreathscrossamerica.org.
- Second it is ***NEVER*** permissible to open a checking or savings account in Wreaths Across Americas name.
- ***Both*** your fundraising group ID: _____ and location ID: **TNCNCC** must be on the sponsorship forms before you hand them out to perspective donors. We cannot put your information on the forms after we have received them. ANY sponsorship forms that do not have a group ID number and Cemetery ID number will go into the unallocated wreath fund.
- When you are mailing in funds please submit a copy of the tally sheet with each mailed in submission. This will make processing your funds quicker and easier for our bookkeeping staff. If you do not wish to submit both the wreath sponsorship form and tally sheet you may submit just the tally sheet unless there are "In Honor" or "In Memory" information on the wreath sponsorship form.
- Wreath Sponsorships are (and have always been) \$15 each. ***DO NOT*** sell the wreath sponsorship for any more than or any less than this set price. You ***may*** take monetary donations of any amount that a donor wishes to give, but when selling a direct wreath sponsorship you must not alter the set price. If you are a "3 for 2" group please report your wreath sales to us in the format of single wreath increments of \$15 each as our system is set up to detect a groups status by the group ID number and will make the calculations accordingly.
- Checks for sponsorships/donations should be made payable to Wreaths Across America. (We discourage sending cash through the mail; should you collect cash please turn it into a money order or bank check before sending it in).
- If you wish to have donors make checks payable to your group and then send one check to Wreaths Across America that is fine, however the funds must match the number of wreath sponsorships you are claiming. (Please contact the bookkeeping office to find out proper procedure for submitting funds this way). If you are a \$5 back fundraising group you ***must submit all funds raised*** and we will send you your portion after we have processed the funds.
- Please note that the sponsored wreaths are ***not*** labeled for the group at the cemetery/location. Sponsored wreaths are intended for placement by all of those who attend the ceremony and should be shared accordingly. If you wish for your group to place the wreaths your group

sponsors you will need to contact the location coordinator ahead of time to make special arrangements if they so allow- (we cannot force the location leader to make special arrangements since they are also volunteers and not WAA employees).

- You may start fund-raising immediately, and continue fund-raising throughout the year where ever you find an opportunity to set up a booth or hand out sponsorship forms. Think of creative ways to increase your groups fundraising efforts and boost your wreath sponsorships/donations.

- **If you have any sponsors wishing to make a "grave specific" request remember it is your responsibility to make sure the wreath gets placed on the grave in question. WAA does not keep track of grave specific information at Head Quarters except for requests for specific graves at Arlington. Please note there is no "grave specific name" option on the sponsorship form, placing a name in the "In Honor Of" or "In Memory Of" does NOT mean that a wreath will be placed on this individuals resting place.**

- Please remit sponsorships/donations on a bi-weekly basis. **(When the cutoff date gets closer we suggest that you send sponsorships/donations in as frequently as possible).** If you do not have funds to submit bi-weekly obviously submit them when you receive them.

- All wreaths are sent to the cemetery that you have chosen to sponsor and not to the group (The only exceptions are the Patriot Pair and Military Tribute Pair. Patriot Pair and Military Tribute Pair wreaths count as one sponsorship, if your group is using the fundraising option you will only receive \$5 per Patriot Pair or Military Tribute Pair purchase. One wreath will go to the cemetery you are sponsoring and the second wreath will be shipped to the address provided on the form.)

- Wreath sponsorship forms are only meant for wreath sponsorships, they are not intended to order merchandise or Personal Remembrance Wreaths through the mail. Merchandise and Personal Remembrance Wreaths are only available by ordering online or calling our customer service department.

- Should you choose to display a flag or flags at any of your fundraising events please do so respectfully and follow proper flag etiquette, a brochure on flag etiquette can be downloaded from the link used to access the printable fundraising forms provided above.

- You will want to thank your sponsors; **before** mailing us your sponsorships and funds please keep a copy for your records. We cannot provide you with donor names or contact information once you have sent it.