

## **Wreath Procurement and Distribution Policy**

*(Adopted March 26, 2015)*

**Procurement:** All honor wreaths shall be purchased and acquired under the direction of the corporation's Procurement Officer. Any potential wreath vendor shall be subject to verification of suitability to insure WreathsForTheFallen.org receives honor wreaths suitable and consistent with the corporation's mission of honoring our nation's fallen heroes.

### **Honor Wreath Vendor:**

- a. Vendor may be requested to provide copies of all required legal documents pertaining to the harvesting of Balsam Boughs and the manufacture and distribution of Balsam wreaths as required by state of Minnesota agencies.
- b. Vendor shall provide at the request of the WreathsForTheFallen.org Procurement Officer, an inspection of all manufacturing facilities.
- c. Vendor liability pertaining to the quality and delivery of wreaths may be defined in detail on the purchase agreement.
- d. Vendor on request shall provide a verifiable past history of their manufacturing and delivery of wreaths.
- e. Vendor on request shall provide complete documentation in advance of any and all additional costs involved in the delivery to the designated Minnesota State Veterans cemetery on the date and time requested.

### **Honor Wreath distribution at the Minnesota State Veterans Cemeteries:**

Honor Wreaths are available (*based on contributions received*) to all Veterans discharged from active military service under conditions other than dishonorable. Their spouses, minor children, and under certain conditions, unmarried adult children are also eligible for an honor wreath. Eligible spouses may be honored, even if they predecease the Veteran. Also eligible for honor wreaths are members of the reserve components of the Armed Forces, the Army and National Guard, and the Reserve Officer Training Corps who die while on active duty for training or performing service, or who have 20 years of service in reserve components of the Armed Forces creditable for retired pay. All honor wreath placements shall follow the same guidelines as set forth by any of the Minnesota State Veterans Cemeteries.