



## Sponsor a Unit (HeroDay Program)

This program is for groups that want to pack and ship 10 or more HeroBoxes to a unit of deployed service members. This is a great opportunity for team building, corporate retreats and other group activities. If you want to send less than 10 boxes, please Sponsor a Hero through our MyHero program.

1. **Register:** Download the app or click the register button on our website. After registering, you'll receive a verification email. Please verify your email and sign into your account.
2. **Sponsor:** Once you have logged into your account, click Sponsor > Sponsor a Unit and follow the instructions. After completing this process, our team will review your request and reach out to you within 1 business day to discuss the items/steps listed below.
3. **Postage:** The postage for each box is \$15. We invoice for postage approximately **3 weeks** before your event. You will receive an email with a payment link.
4. **Unit:** Once we receive payment for the postage, we connect you with a unit in our system. This typically happens **2 weeks** before your event. You will be able to see the unit information in your account; including the unit leader, email address, shipping address and requested items. Please contact the unit leader to introduce yourself.
5. **Items:** You will see the unit's requested items in your account. If they don't have any, you can choose from the list of commonly requested items. This list can be found on the Sponsor a Unit page on our website and the resources tab in your account.
6. **Boxes:** If you are sending 50 or more boxes, we'll send you our branded boxes. You must be able to wrap them on a pallet for pick up. If you can't wrap them on a pallet or are sending less than 50 boxes, you will use USPS medium flat rate boxes. You can pick those up at your local post office or order online at [www.USPS.com](http://www.USPS.com). If we provide the boxes, they will arrive **1 week** before your event. If you order them from USPS, please allow 2-3 weeks for delivery.
7. **Labels:** Our proprietary software combines everything on a small adhesive label. We print the labels and ship them to you **1 week** before your event. Simply adhere one to each HeroBox and you're done! If you are sending 50 or more boxes, we'll handle the labeling on our end.
8. **HeroDay:** The Day of your event! Congratulations! If you used our branded boxes, we will pick up the boxes. If you used USPS boxes, you will schedule a pickup at [www.USPS.com](http://www.USPS.com)