



Choosing a Nonprofit Partner and Project Guide

Identifying a Community Partner

- ❑ First, be aware of any unique needs of the community or current events, i.e. disaster. The project choice should be important to the store and the neighborhood.
- ❑ Consider developing an extensive partnership with either a neighborhood or a nonprofit for the year. If “adopting” a neighborhood, partner with a new nonprofit in the same neighborhood for the year. If “adopting” a nonprofit, complete projects at the same nonprofit to establish an on-going relationship with the organization and community.
- ❑ Work with your local Points of Light & Hands On Network affiliate or volunteer center to identify a nonprofit partner in your community.
- ❑ Consider working with a nonprofit organization that you have worked with in the past.
- ❑ The nonprofit partner should not be a personal choice, i.e. a store should not work with the same group all year simply because an associate sits on the board of that organization.
- ❑ Keep in mind that the nonprofit must serve the general population. Remember, you can work with a church to remodel their soup kitchen, but cannot participate in the church building fund.

Team Depot Captains should work with their store leadership team to determine a project that will be meaningful to associates. When considering projects, the community partner should be able to:

- ❑ Offer a project site that is well-suited for the type of project you want to do and addresses the community issues that are of interest to your store.
- ❑ Assist with logistics (if necessary), provide some of the supplies such as tools and food (if needed) and help to maintain the project site after the project.
- ❑ Have a 501(c)(3) nonprofit designation. Although schools and local municipalities (such as parks and recreation departments and fire departments) are not 501(c)(3) organizations as defined by the IRS, you can still partner with them. Ask for a copy of their 509(1)(a) or W-9 form.

When selecting a project, consider:

- ❑ The proximity of the project site to your store.
- ❑ The size of your volunteer group. Make sure there will be enough work for every volunteer but not so much that they cannot finish the project in one day.
- ❑ How long the project will take to complete and how much time your volunteers have to devote. The project(s) should take a minimum of one hour and a maximum of six hours to complete. If you are organizing a complex project, such as painting the exterior of a building or home, you may want to organize two projects to complete the job.
- ❑ The size of your budget. Remember to work with your divisional community affairs manager before guaranteeing the amount of money you will receive with the nonprofit.

Tips:

- ❑ If a larger project is desired, consider partnering with another local store to increase the number of volunteers and size of the budget.
- ❑ Invite store vendors to participate in the project with you!