



Project Development Form

Nonprofit organization:	
Date of project:	
Team Depot Captain:	
Store number:	

Key Contacts:

Keeping complete and accurate records for all contacts will enable you to easily thank people that have helped make your project a success.

Nonprofit Organization Contact(s): *(Name, Address, Phone, Fax, E-mail)*

Executive Director:

Primary Project Contacts:

Other Key Contacts:

Community Volunteer Recruitment Captain (if applicable):

Tools and Supplies Contact:

Task Leaders:

Key Documents to be collected when nonprofit is chosen:

- 501(c)(3) or W-9 form
- Proof of insurance held by nonprofit for volunteer projects

Nonprofit organizations are required to have insurance coverage for volunteer projects in order for Team Depot to participate.



Project Development Form (con't)

The Project: _____

Describe the project:

Rain Contingency: Can this project be completed if it rains? If not, are there alternate plans the volunteers should know about ahead of time?

If a prep day is necessary, note tasks to be completed:

Number of Volunteers needed to complete project:

Number of task leaders (skilled volunteers) to lead tasks:

Date of Project: _____
 Project Start Time: _____
 Project End Time: _____
 Prep Time Needed: _____
 Follow-up Project Date, if needed: _____

Location where banners and signs can be posted on site: _____
 Location for Registration Table and Safety Captain and First Aid Kit: _____

Driving Directions to the Project Location -
 It is important to be sure the directions are correct and easy to understand so that your volunteers don't get lost on the day of the project.

Parking Directions at the Project Location – be sure there is room for all of the cars

Public Transportation Directions:



Project Development Form (con't)

Volunteer Recruitment

Number of associate-volunteers:

Number of community volunteers:

Community Volunteer Recruitment: *The nonprofit partner can recruit project volunteers, including parents, students, teachers, community members, organization members, etc. **This is optional.***

Age Requirements: Can children participate in this project? If yes, what ages? What is the appropriate age range of children? Maximum number of children that can be accommodated on site? Are children from nonprofit involved or are associate-volunteers bringing their children?

How will you secure the tools and supplies for this project? Will electricity and restrooms be available?

Will food and/or beverages be served? If so, who will provide and where will they be located? Who is providing ice? TIP: Plan to have 5 bottles of water per volunteer!

When and where will tools and supplies be delivered in advance of the project? Confirm the location is secure and that nonprofit partner can meet you on site.

Budget

Item	Quantity needed	Cost/unit	Cost
			\$
			\$
			\$
			\$
TOTAL COST			\$



Project Development Form (con't)

Miscellaneous

Is there a first-aid kit available onsite? Designate person to administer first aid on day of the project. Do you have a way to distinguish this safety captain from other volunteers. You can use an orange vest, a fun hat or bit button.

Special requirements, if any, for children or family members of associates who may want to volunteer for the project.

Are restrooms available, marked, cleaned and stocked for day of project?

Is there access to water (and water hoses and nozzle) if necessary for mixing concrete or other projects?

Is there access to electricity and extension cords available?

Do you have a way to play music throughout the day? Does the nonprofit have a boombox to play CDs on or does an associate have one to bring? CDs?

Is a microphone needed for the opening and closing ceremonies?

Are there trash cans available? Who is responsible for trash collection and removal? Have additional liners been collected?

Will there be recycling?

Are there tables and chairs available for the registration and safety table?



