



## Team Depot Project Checklist

Use this checklist to plan your Team Depot project. Check off each item as you complete it. For more help, please review the Team Depot Captain training manual (HDT-714 – available on eBuy).

<b>School or nonprofit name:</b>	
<b>Nonprofit contact's name:</b>	
<b>Nonprofit's contact phone number:</b>	
<b>Number of volunteers needed:</b>	
<b>Special skills needed:</b>	

### 4 to 6 weeks before project

- Ensure they are a 501(c)(3) registered nonprofit organization.
- Obtain copy of 501(c)(3) form or for a school, its 509(1)(a) or W-9.
- Conduct a site visit and determine what resources are needed (supplies, materials to complete project, manpower, etc). Ask for help from PRO desk associates if necessary.
- Obtain store manager's commitment and approval.
- Request funds for your project from your divisional community affairs manager.
- Follow up with the nonprofit in writing to confirm The Home Depot's involvement with the project.
- Partner with your nonprofit to choose a date for the project and determine the time commitment involved.
- Make a list of products that The Home Depot will be providing (limited to your budget, no markdowns)
- Determine who will provide food and water for the volunteers.
- Determine if any skilled volunteers are needed.
- Determine how many volunteers you need.
- Promote the event at store meetings, staff meetings, and on the community board. Ask ASMs and Department Supervisors to promote the event within their teams.
- Register your Team Depot project on the Team Depot Tracker system at [www.givingprograms.com/homedepot](http://www.givingprograms.com/homedepot) so that associates can sign up!
- Complete Media Information Request form and fax to your divisional community affairs manager.
- Order Team Depot t-shirts for volunteers and a Team Depot banner via eBuy.

### 2 to 4 weeks before project

- Stay in touch with the nonprofit.
- Continue to promote the event at store meetings, staff meetings, and on your community board.
- Remind your volunteers of their commitment and make sure they get the day off through your Scheduler.

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- Tell your volunteers to come rain or shine.
- Give volunteers the event information: what to wear, alternate plans in the case of bad weather and parking instructions.
- Create and distribute a map and directions to the project site.
- Put together a packet for the day of the event. Include sign-in sheet, emergency contact numbers, evaluation forms, name badges, pens, camera and recognition items.
- Plan set up and clean up for the day of the event.

### **Day of Event**

- Distribute t-shirts to volunteers
- Hang the Team Depot banner at the project site.
- Have each person sign attendance sheet/ waiver form.
- Divide the volunteers into teams if necessary.
- Open the event with a short ceremony. During the meeting: introduce yourself, and members of the nonprofit, explain how the project will work, which team will do what and when the project will end. Go over safety instructions, where bathrooms are and when lunch will start! Ask for any questions. Do The Home Depot cheer!
- Keep the project on schedule.
- Take pictures!
- Be sure to participate, have fun and encourage the volunteers.
- Clean up as you go and leave site cleaner than you found it.
- Have volunteers and coordinators complete evaluations.
- Contact your divisional community affairs manager if the media attends the event.
- Close the day with thank you's to all volunteers, anyone who donated food or supplies, and the nonprofit.

### **After the Event**

- Post pictures on the community board in your break room.
- Write a story about the event and forward it and any pictures to your divisional community affairs manager. We will do our best to post it on myApron or HDTV.
- Remind your volunteers to go back to the Team Depot Tracker system ([www.givingprograms.com/homedepot](http://www.givingprograms.com/homedepot)) to confirm their hours. Once they reach 8 hours of company-sponsored volunteering, they can turn those hours into dollars toward the nonprofit of their choice!