

## CAPTAIN'S GUIDE

Thank you for supporting The Homer Fund as a Captain! Supporting others is a core part of The Home Depot's culture and our values, and, in this role, you are leading by example to show how we take care of our people. The resources listed below will help you encourage associates to learn more about The Homer Fund's grant programs and support each other through donating to The Homer Fund.

### Campaign Information

Because we choose to support The Homer Fund, nearly \$300 million in assistance has been awarded to more than 200,000 associates in need since 1999. Every dollar donated from an associate goes right back to help other associates in need through the Direct and Matching Grant programs.

Orange at Heart, The Homer Fund's annual fundraising campaign, celebrates the incredible generosity of our associates and the number of ways The Homer Fund can support associates in need. This is where you come in!

Your role as a Captain is vital in encouraging associates to donate, increase their current donation, engage and advocate throughout the campaign and understand the support available to them through The Homer Fund year-round. In addition to donating to The Homer Fund, associates can show their Orange Hearts by engaging with us on Viva Engage and internal channels and checking out the Homer Fund merchandise available at [THDGear.com](http://THDGear.com). And don't forget to follow **Homer Fund - US** on Viva Engage to share your **#OrangeAtHeart** story and see how associates across the country are supporting The Homer Fund.

You can find all the resources and information you need to encourage associates to get involved at the dedicated Captains website [thd.co/orangeatheart](http://thd.co/orangeatheart) [The URL is case-sensitive, so be sure to type it in exactly as written!] Resources available include:

- Donation forms (which can also be accessed at [THDHomerFund.org/supporters](http://THDHomerFund.org/supporters))
- Downloadable assets for Homer Fund displays
- Captains social media toolkit
- Campaign FAQs

We've launched a brand-new Community Captains Page on Viva Engage, **Team Depot & Homer Fund Captains - US**. This unified space brings Team Depot and Homer Fund Captains together, so you have one central spot to share ideas, resources and impact.

### Donations

While we are encouraging associates who are willing and able to give to donate to The Homer Fund during the campaign, we understand some associates may not be able to give at this time and will not be measuring participation solely by donations.

Donations must still be recorded. To record donations, visit [THDHomerFund.org/donate](http://THDHomerFund.org/donate).

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## Campaign Participation

Captains will need to complete five of the following activities over the course of the campaign to fulfill campaign participation for their store/location.

1. Sign up 5 new associates to give to The Homer Fund
2. Encourage 5 associates to increase their automatic payroll donation by \$1
3. Organize a fundraising event and share highlights using #OrangeAtHeart in the Homer Fund-US community on Viva Engage
4. Purchase campaign swag from THDGear.com and post a photo with #OrangeAtHeart
5. Set up a Homer Fund display and share a picture using #OrangeAtHeart
6. Host an information session to introduce new associates to the Fund
7. Encourage 10 associates to follow Homer Fund - US on Viva Engage

To ensure activities and participation are counted, Captains must complete one survey response per location each week. A post in the new Captains private community on Viva Engage will include the survey link, which will remain the same throughout the campaign, and participation updates (per division) will be posted each week of the campaign in the Captains private community. Campaign survey submissions are due by close of business on the following dates:

- Sunday, March 1
- Sunday, March 8
- Sunday, March 15
- Sunday, March 22
- Sunday, March 29

## Grant Information

**DIRECT GRANTS** help associates facing emergencies and tragic events such as the death of a spouse, dependent, parent or child 26 years or younger, natural disaster, fire, illness or injury, a spouse's lay-off or company closure, loss of government subsidy, major home repair, major car repair, unexpected increase in family size, crime and health insurance premium while on an approved medical leave of absence for 30 days or more. Illness is the most common reason associates request help from the Fund\*.

*\*The maximum amount for a Direct Grant is \$10,000*

**MATCHING GRANTS** are based on the "pass the hat" concept and address circumstances and expenses that did not qualify for a Direct Grant. Pre-approval of a Matching Grant must be obtained before taking up a collection. Cash collected by Home Depot associates may be matched by The Homer Fund \$2 for every \$1, up to the associate's demonstrated need\*. Always consider a Direct Grant before starting a Matching Grant.

*\*A maximum of \$5,000 is contributed by The Homer Fund per circumstance*