



#TEAMDEPOT
#ORANGEATHEART

2020 Community Captain Manual

WWW.THDCO/TEAMDEPOT
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CAPTAIN MANUAL

WWW.THDF.CO/TEAMDEPOT

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Dear Community Captain,

Congratulations on your appointment and welcome to the team! Thank you for your ongoing commitment to community service and for leading the charge in assisting your fellow associates in their time of need.

As you embark on your leadership journey, this manual will serve as your how-to guide for the Community Captainship role. It provides detailed instructions on applying for Team Depot grants, planning projects and working with nonprofit partners—all of which you will need to adequately drive associate participation in Team Depot. It also has information about The Homer Fund, how to assist associates with applying for Homer Fund grants and ways to promote participation in Homer Fund campaigns.

Most importantly, we want to **THANK YOU** for all of your hard work! Because of your dedication, we've been able to invest over \$330 million to veteran-related causes in addition to awarding \$175 million in grants to more than 138,000 associates and their families in need.

We couldn't do any of this without you and your leadership. We look forward to growing our company's culture with you.

Thank you for living our values,

The Home Depot Foundation, Team Depot and Homer Fund Teams

TEAM DEPOT OVERVIEW

The Home Depot Foundation's mission is to improve the homes and the lives of veterans and their families. We accomplish our mission with several programs and initiatives - one of which is Team Depot.

- Team Depot is the company's associate-led volunteer force that provides opportunities for associates to volunteer their time and talents
- Giving Back to veterans is personal for us as 35,000 of our associates are veterans
- Since 2011, The Home Depot Foundation has invested more than \$330 million in veteran causes and improved more than 45,000 veteran homes and facilities in 4,300 cities

ROLE & RESPONSIBILITIES

As a Team Depot Captain, you will be responsible for creating volunteer opportunities for your associates and driving awareness about Team Depot campaigns and initiatives.

Drive Team Depot participation for your store by:

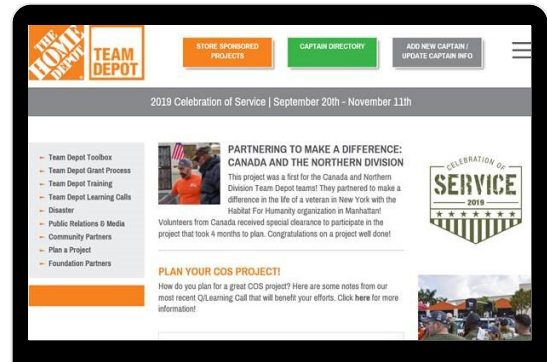
- Partnering with 501(c) nonprofit organizations or tax-exempt government agencies (schools, police/fire departments, parks departments, etc.)
- Co-planning fun and safe Team Depot projects that engage associates and benefit veterans
- Adhering to giving guidelines when applying for Team Depot grants
- Recruiting associate volunteers for prep and project days

COMMUNITY CAPTAIN RESOURCES

As a Community Captain, you have several tools to help you flourish in your role!

1. Team Depot Toolbox

- The Toolbox is a one-stop shop for all Team Depot information →
- Located at thd.co/teamdepot.com
- Contains info about applying for Team Depot Grants



2. Team Depot Training

- Training is mandatory for all new captains and recommended for all returning captains
- Training will be assigned to new captains by their ASDS and is available to all captains at any time via Knowledge Depot



3. Community Captain Calendar

- Check out the calendar on page 3 for all important Team Depot dates
- Includes dates for mandatory quarterly calls and other check-ins that will help captains to drive Team Depot participation

4. Community Captain Directory

- Consolidated list of all store, district, region, DC, and SSC captain names and contact info. See more info on page 4
- Foundation Field team will directly communicate operational updates by using contact info from this list

Q1	Q2	Q3	Q4
February	March	April	May
June	July	August	September
October	November	December	January

District Huddles
Feb. 3 – March 31

HF Homer Fund Awareness and Education Efforts: Living Our Values and Taking Care of Our People

Homer Fund Campaign
Feb. 15 – April 15

National Volunteer Week
April 19 – April 25





Orange Scholars
Nov. – Jan. 2020

TD Team Depot Projects: Supporting Our Veterans and Engaging Associates

Spring Into Service
April 1 – May 31

Celebration of Service
Dates: *Coming Soon*

Quarterly Planning and Learning Calls

	Q1 Planning and Learning Call March 13
	Q2 Planning and Learning Call June 19
	Q3 Planning and Learning Call August 21
	Q4 Planning and Learning Call November 13

SEASONS OF SERVICE 2020

Although Team Depot is a year-round campaign, during our **Seasons of Service** we make a company-wide, coordinated effort to Give Back.

SPRING into the Team Depot Games

- **What:** Spring campaign that allows more associates – especially **first-time volunteers** - to connect to Team Depot
- **Who:** All associates with special focus on first-time volunteers
- **Where:** Break rooms, parking lots and in local communities
- **When:** April 1 - May 31
- **Why:** Associates who volunteer for a Team Depot project score an average of 6 points higher on the ACI! Great opportunity to engage new associates
- **How:** Visit thd.co/teamdepot and **choose an event** to learn more

Small

Easily Accessible



Break Room (Kitting Projects)

Medium

Parking Lot Excitement



Parking Lot Builds

Large

Highest Impact



Regular Team Depot Project

Celebration of Service

- Company's signature Fall volunteer campaign
- High volume of projects completed during this time period (more than 120,000 hours completed by associates during 2019 campaign)
- More info to come during Q2 Kick-off Call

COMMUNITY CAPTAIN DIRECTORY

DIRECTORY INFO

- Consolidated list of all store, district, region, DC and SSC captain names and contact information
- Foundation Field team will directly communicate operational updates, reports, learning calls, etc. to all levels of captains
- Field leaders can update directly as captains change

WESTERN // PAC NORTHWEST: STORE INFORMATION					2019 CAPTAIN INFORM		
District	Store #	DM	SM	Store Phone #	Captain's Name	Captain's Title	Captain's Email
PAC NORTHWEST REGIONAL CAPTAIN					Eric Walker	District Manager	eric_walker2@homedepot.com
DISTRICT COMMUNITY CAPTAIN					Ken Orgill	Store Manager	Kenneth_d_orgill@homedepot.com
19	4702	Michele M Cary	Jason Kirk	(206) 467-9200	Chuck Sly	ASM	asm_4702@homedepot.com
19	4703	Michele M Cary	Jeremy Hash	(253) 661-9200	Bobby Kirchner	ASM	asm_4703@homedepot.com
19	4704	Michele M Cary	James D Cook	(425) 391-8467	Taely Loynd	ASM	taely_loynd@homedepot.com
19	4705	Michele M Cary	Steve W Thompson	(206) 575-9200	William Thompson	ASM	asm_4705@homedepot.com
19	4706	Michele M Cary	Jason C Pellow	(206) 361-9600	Sarah Sheldon	ASM	sarah_r_sheldon@homedepot.com
19	4707	Michele M Cary	Andrea M Lutes	(206) 546-1900	Steve O'Connell	ASM	asm_4707@homedepot.com
19	4711	Michele M Cary	Ken D Orgill	(425) 451-7351	John Vincent	ASM	asm_4711@homedepot.com
19	4722	Michele M Cary	Blake Darrin	(253) 852-1017	Debbie Klavuhn	ASM	Debbie_C_Klavuhn@homedepot.com

HOW TO ADD A NEW CAPTAIN

- Access directory at THD.co/TeamDepot
- Use "Add New Captain" button when captains change
- Knowledge Depot training will be added to associate's learning plan by ASDS

The screenshot displays the 'Team Depot Toolbox' interface. At the top left are the Home Depot logo and 'TEAM DEPOT' text. To the right are three buttons: 'STORE SPONSORED PROJECTS' (orange), 'CAPTAIN DIRECTORY' (green), and 'ADD NEW CAPTAIN / UPDATE CAPTAIN INFO' (grey). Two red arrows point down to the 'CAPTAIN DIRECTORY' and 'ADD NEW CAPTAIN / UPDATE CAPTAIN INFO' buttons. Below these buttons is a grey bar with the text 'Team Depot Toolbox'. At the bottom are two orange buttons: 'Welcome' and 'Quick Resource Guide'.

GETTING STARTED

In order to receive funding for projects that your associates are passionate about, you must first secure all three Team Depot components. Think of these as the keys to Team Depot funding success.

- a nonprofit partner (Read more on pages 7-8)
- a volunteer-friendly project (Read more on pages 9-12)
- and the grant application (Read more on pages 13-19)



Nonprofit Partner

- Foundation provides funding to 501(c) nonprofits and tax exempt government agencies only
- We do not provide funding directly to individuals
- Partners work with Team Depot captains to identify veterans in need, plan projects, apply for grants, etc.



Volunteer Project

- To secure Team Depot funding, there must be a volunteer-friendly project
- Aim for projects that can be completed in 4-6 hours
- Volunteer tasks like landscaping, painting, and minor repairs are great projects for associates



Grant Application

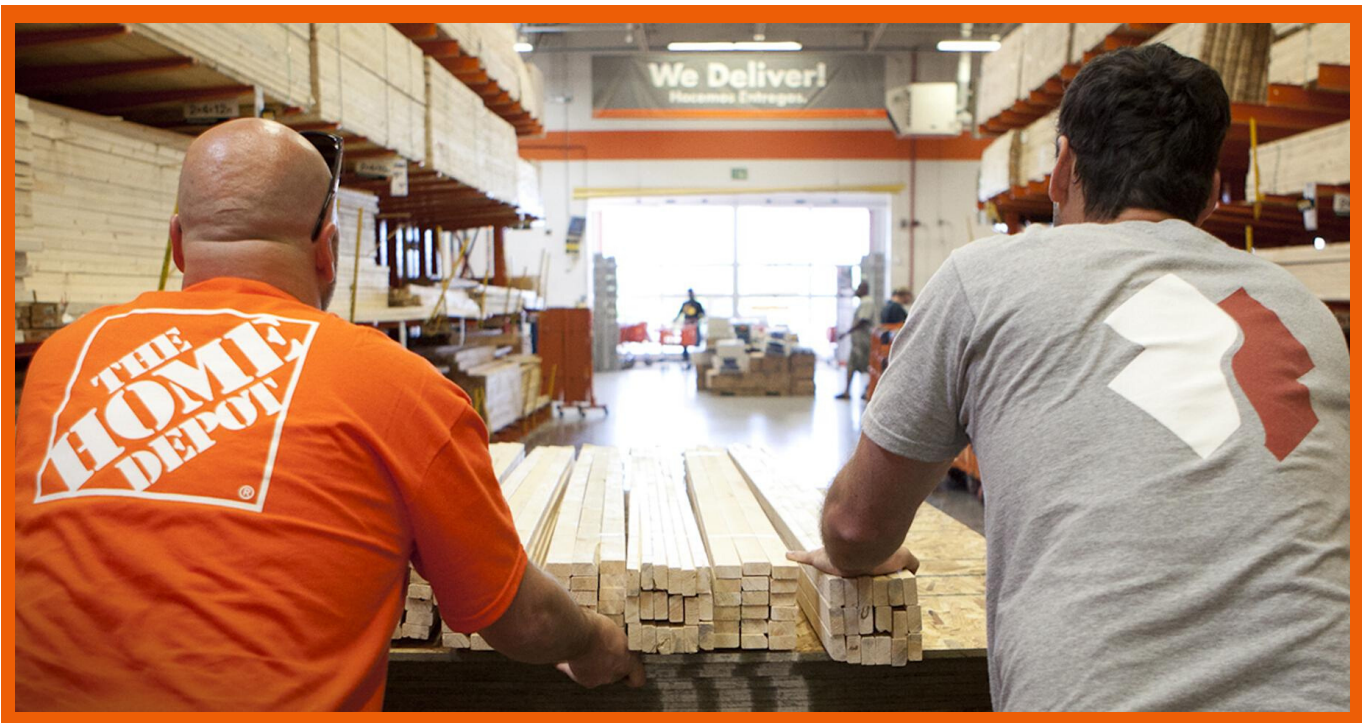
- We do not accept applications via phone, email, fax, or text message
- The grant application is not visible to the public online
- The grant application link can be found at the top of the project funding request form (see page 13). This is the only way to access the application

NONPROFIT PARTNER'S ROLE

The nonprofit partner must be a **501(c) nonprofit or tax-exempt government agency** (i.e. school, fire department, police department) that is in good standing with the IRS.

As Team Depot captain, it is important that you partner with organizations that can help you with multiple aspects of project planning and execution including:

- Completing online grant application
- Managing all grant funds and adhering to grant terms and conditions
- Managing all homeowner/recipient relations
- Responsible for licensing, 411 dig calls, permitting, etc.
 - Can delegate to property owner, but nonprofit should still verify task was complete
- Supporting the Team Depot experience (food, restrooms, etc.)
- Ensure prompt payment of store quote
- Working hand-in-hand with Team Depot captain to ensure project success



FINDING A NONPROFIT PARTNER

All nonprofit related resources can be found on thd.co/teamdepot.com in the "Community Partners" section.

NONPROFIT RESOURCE GUIDE

- Provides a list of nonprofits in your region that have been awarded grants in the last 5 years so you can get a sense of any established relationships
- Find National nonprofits with local affiliates that have a track record in planning and organizing volunteer projects

Southern Division: Southeast				
Organization Name	Phone	City	State	Zip
Alachua Habitat For Humanity, Inc.	352-378-4663	Orlando	FL	32607
Augusta Warrior Project Inc	706-922-0991	Augusta	GA	30809
Boys and Girls Clubs of Tampa Bay Inc.	813-935-7569	Tampa	FL	33604
Builders Care	904-727-3443	Covington	GA	32218
Church Of God	813-468-8330	Tampa	FL	33610
City of Savannah, Georgia	912-651-6926	Savannah	GA	31401
Economic Opportunity Authority For Savannah-Chatham Co	912-238-2960	Savannah	GA	31405
Five Star Veterans Center	904-723-5950	Jacksonville	FL	32211
Florida Gulf Coast Paralyzed Veterans of America	813-655-3817	Tampa	FL	33617

DIRECTIONS | Keyword Search | Affiliate Finder | Atlanta | Mid-South | Southwest | Gulf Region | **Southeast** | South Florida

KEYWORD SEARCH

- This list of search terms will help you find partner organizations that serve qualified veteran recipients who may need Team Depot assistance
- Google "Nonprofit Home Repair Baltimore" or "Veteran Service Dogs Houston" or combine the columns like, "Nonprofit Repair Veteran Housing Boston"

The screenshot shows a search interface with a search bar at the top. Below the search bar, there are two columns of search terms. The left column is titled "PROJECT PARTNER" and the right column is titled "VETERAN PARTNER". Each column contains a list of search terms and a brief description of how to use them.

PROJECT PARTNER

Combine the following search terms with the word "Nonprofit" to find partners who may be able to help you plan and execute a project.

- Housing
- Critical Home Repair
- Volunteer
- Volunteerism

VETERAN PARTNER

Combine the following search terms with the word "Veteran" to find partners who may be able to help you plan and execute a project.

Housing Related

- Housing
- Shelters
- Permanent Supportive Housing
- Temporary Housing
- Homeless

Non Housing Related

- Equine Therapy
- Service Dogs
- Memorial Garden
- Parks

PROJECT PLANNING TOOLS

There are several tools that can help you plan volunteer-friendly projects. All of these tools are located on thd.co/teamdepot in the "Plan a Project" section.

1. SITE VISIT CHECKLIST

- Use this checklist when visiting the project site
- During your visit, begin planning out project scope/tasks, number of volunteers, material lists and volunteer safety

2. PROJECT PLANNING CHECKLIST

- Handy checklist that breaks down the project planning process by week starting with 8-10 weeks out
- Contains all tasks that captains need to complete before, during and after a project

3. PROJECT PLAYBOOK

- Document that provides **detailed plans**, **shopping lists** and **volunteer info** for Team Depot's most popular projects
- Input data about your project (i.e. number of benches needed) and the playbook will calculate material lists, etc. based on your unique project specifications
- Projects include picnic tables, benches, raised planter boxes, shade structures, dog beds and more



Thinking of building benches? Check out the project playbook for types of benches, recommended volunteer count, materials, and detailed build instructions.

Master Shopping List	
Product	Total
Miter Saw	1
Pencil	3
Tape Measure	5
Safety Glasses	5
Carpenter's Square	1
Drill	2
Screwdriver Bit	4
1/4" Long Drill Bit	2
2x2x8ft	102

Save yourself time! The project playbook gives you the entire shopping list for your project.

PROJECT SAFETY

As a Team Depot Captain, it is your job to ensure that the project site is safe for volunteers. Visit thd.co/teamdepot to learn more about project safety.

SAFETY PRACTICES



Identify to associates and nonprofit/homeowner all aspects of the project and what you will/won't work on



Add safety items to your store quote (eyes, ears, hands, etc). Think about adding gloves, safety glasses, knee pads and ear plugs



Assign a safety captain for the project site who is familiar with all aspects of the scope of work



Conduct a safety orientation with your team

SITE SAFETY SOP

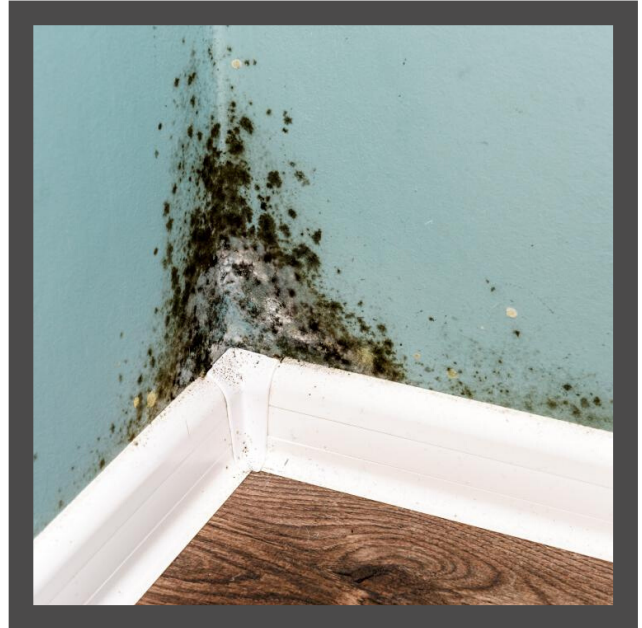
If you wouldn't do it in the aisles, don't do it on the project!

- Any associate, regardless of age, can participate
- No HD associate can participate in a task requiring licensing (roofing, plumbing, electrical, HVAC, etc.)
- Everyone must sign The Home Depot volunteer waiver
- Follow in store procedures if an associate or community volunteer is injured on site
- Non-HD volunteers should be 18 or older
- Follow common sense safety practices like job/project restrictions (i.e. 1:4 ratio for ladders = 1' out: 4' up)

MOLD, ASBESTOS, AND LEAD PAINT

As a Team Depot Captain, it is your job to make sure that the project site is safe for volunteers. That means knowing our policy about mold, asbestos, and paint.

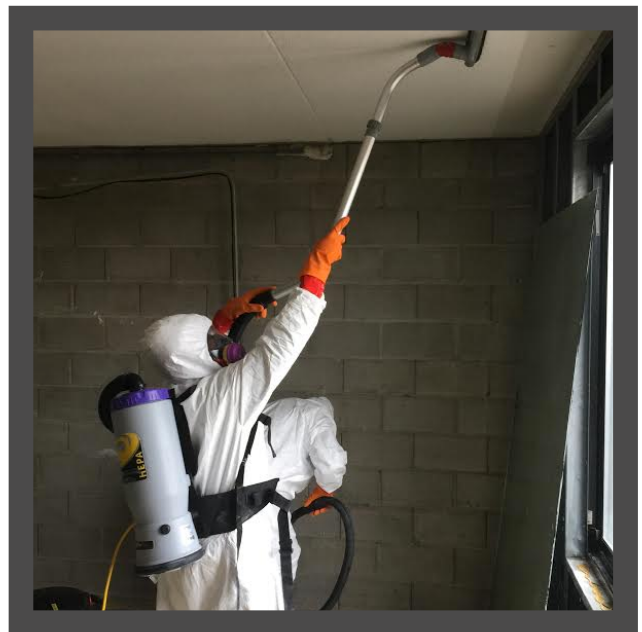
- Any home built **before 1978** should **be inspected and cleared by a certified lab or renovator** before any work can begin
 - Nonprofit/homeowner responsibility
 - Captains must verify testing
- If you see signs of mold, lead, or asbestos around areas in the home/site **you should stop work immediately**
- Flaky paint, octagonal tiles, textured, crumbly floor tiles, etc., are all indicators but not certified tests
- Lead paint & asbestos can be underneath multiple layers of paint/flooring/siding



Site visits are important! Be wary of mold in bathrooms, window areas and near leaky sinks. If you encounter mold on the project site, work must stop immediately.



Flaky paint can be an indicator of more serious issues. If paint is peeling, chipping or cracking, it's a hazard that needs to be treated.



Any home built before 1978 should be inspected and cleared by a certified renovator. This is the responsibility of the nonprofit/homeowner.

PROJECT SOP

PROJECT DON'TS

See below for a list of project DON'TS. By avoiding these tasks, you will protect the safety of your fellow associates.



No mobile homes

Tasks completed on any structure not permanently affixed to the ground is prohibited (i.e. trailer, mobile home)



No mold, lead, asbestos

If project tests positive for lead paint (pre '78), asbestos (pre '81) or mold, a certified professional must remove prior to project



No complex projects

Roofing, HVAC, major electrical or plumbing, removal or disposal of mold, asbestos or other hazardous materials should not use volunteers

PROJECTS: SERVICES SUPPORT

Because associates cannot work on roofing, HVAC, electrical, or plumbing projects, these tasks must be completed by licensed contractors only.

- Team Depot has limited funding to help pay for contractor services
- Captains can contact HD Services or local contractor to complete complex tasks
- Team Depot grants can provide up to **30% of the total cost of the project** for professional services
- For example, a \$10,000 project can use up to \$3,000 toward professional services
- Professional services must be completed before or after your Team Depot Project Day

TEAM DEPOT GRANT APPLICATION

To learn more about the grant application process and to access important forms, visit thd.co/teamdepot in the "Grant Application Process" section.

GIVING GUIDELINES

- When applying for a Team Depot Grant, use the **giving guidelines** below to increase your likelihood of receiving funding
- For example, a grant request for \$11,000 should have at least 35 volunteers involved from multiple stores within your district

Average Team Depot Project grant is \$9,000 and engages 30 associates

Team Depot Veteran Focus Project Budget Guideline				
Grant Request	\$3,000	\$7,500	\$10,500	\$22,500
Store Engagement	Single Store	Multi-Store or District	Multi-Store or District	District
# of Team Depot Volunteers	10	25	35	75

Projects > \$20,000: Your Regional Captain buy-in

Funding for non-veteran projects is limited

TEAM DEPOT GRANT APPLICATION

To learn more about the grant application process and to access important forms, visit thd.co/teamdepot in the "Grant Application Process" section.

CAPTAIN'S RESPONSIBILITIES

- Build **Store Quote** (you can account for online items or Tool rental fees using a generic clearance SKU)
- Complete the **Project Funding Request Form** on pages 14-17 completely
- Email the store quote and project funding request form to the nonprofit organization



Captains must complete a store quote and Project Funding Request Form

NONPROFIT RESPONSIBILITIES

- Review the Team Depot Project Funding Request Form and store quote
- Gather electronic versions of required documents listed on the request form (**IRS letter or W9 + current liability insurance**)
- Apply for a Team Depot grant at <http://corporate.homedepot.com/team-depot-project-application>



Nonprofit partners must gather an IRS letter/W9 and current liability insurance



PROJECT FUNDING REQUEST FORM

STORE AND NONPROFIT INSTRUCTIONS TO REQUEST A GRANT

FOR TEAM DEPOT CAPTAIN ONLY

1. Conduct project site visit with your nonprofit partner.
2. Complete this Team Depot Project Funding Request Form. To save and send this document, download first and then enter information.
3. Once the form is complete, email completed Team Depot Project Request and Store Quote to your nonprofit partner.

FOR NONPROFIT PARTNER ONLY

1. Ensure you have electronic versions of the following documents:
 - Team Depot Project Funding Request (Completed and provided by Team Depot Captain)
 - Store Quote (Provided by Team Depot Captain)
 - IRS Determination Letter, Federal 501(c), W9, or Form 990 - document must show 9-digit EIN Tax ID number for your specific organization (not a parent organization)
 - Proof of General Liability Insurance (Coverage of volunteer's safety on project site)
2. Using the Team Depot Project Funding Request and Store Quote, begin your application using the following link:

<https://corporate.homedepot.com/team-depot-project-application>

STORE INFORMATION

Division: _____ Region: _____ District #: _____ Store #: _____

Store/Facility Manager: _____ District Manager: _____

Team Depot Captain: _____ Team Depot District Captain: _____

Team Depot Captain Phone #: _____ Team Depot District Captain Phone #: _____

Address: (mailing) _____ City: _____ State: _____ Zip: _____

Requestor's name & position: _____

Phone #: _____

Requestor's email address: _____

Requested funding amount \$ (attach store quote) _____



PROJECT FUNDING REQUEST FORM

NONPROFIT PARTNER INFORMATION

Organization name: _____ **Phone #:** _____

Primary nonprofit contact name: _____ **Title:** _____

Primary nonprofit email address: (required) _____

Website: (if there is not an organizational website, state None) _____

Mailing address: Street _____ City: _____ State: _____ Zip: _____
(Physical address ONLY - PO Box will not be accepted)

Nonprofit public relations contact: _____ **Title:** _____

Phone #: _____ **Email address:** _____

PROJECT INFORMATION

Project title: _____

Project site street address: _____

Metro area: _____ **City:** _____ **State:** _____ **Zip:** _____

Expected date of project: (be mindful it takes 4-6 weeks to review a request) _____

Project start time: _____ **Project end time:** _____

Will a prep day be needed? Yes No If yes, when? _____

Follow-up project date, if needed: _____

Will this be a multi-store project? Yes No **List stores involved:** _____

Will this project directly benefit veterans? Yes No If yes, how many? _____

Which of the following best describes your project site? (check all that apply)

<input type="checkbox"/> Individual home (single-family detached)	<input type="checkbox"/> Permanent housing facility	<input type="checkbox"/> Other, please specify: _____
<input type="checkbox"/> Movable dwelling (mobile home, etc.)	<input type="checkbox"/> Semi-detached dwelling (multi-family, duplex, etc.)	_____
<input type="checkbox"/> VA Hospital	<input type="checkbox"/> VFW/American Legion/DAV	_____
<input type="checkbox"/> A Veterans Memorial	<input type="checkbox"/> Transitional housing facility	_____

Total number of Home Depot volunteers: _____

Total number community volunteers: _____



PROJECT FUNDING REQUEST FORM

TEAM DEPOT GRANT: GIVING GUIDELINES

■ Average Team Depot Project is **\$9,000** and engages **30 associates**

Team Depot Veteran Focus Project Budget Guideline				
Grant Request	\$3,000	\$7,500	\$10,500	\$22,500
Store Engagement	Single Store	Multi-Store or District	Multi-Store or District	District
# of Team Depot Volunteers	10	25	35	75

■ Projects > \$20,000: Your Regional Captain buy-in

■ Funding for non-veteran projects is limited

NONPROFIT PARTNER INFORMATION

HOW? How did the store get involved in this project?

WHO? Please share some information about the recipient's background, and his/her story.

Please share some information about the veteran's military service.

Branch served: _____ Conflicts served:

Years served: _____ Other information:

WHY? What is the most significant impact this project will have on the recipient and why?

APPLICATION DELAYS & DECLINATIONS

It is important that Team Depot application submissions are completely filled out and contain all required documents. Any missing information or documents will cause delays or outright declinations.

DECLINATIONS

- Lack of lasting impact
- Product donation request
- Missing paperwork
 - Project Request Form
 - Store quote
 - Liability insurance
 - 501(c) letter or W9
- Lack of detail on why project is important
- Lack of info on grant recipient/veteran

Application Best Practices

- Avoid delays and declinations by reviewing paperwork before submitting
- Be specific on the Project Request Form especially in the project description
- Being specific helps the SSC Foundation Field Team make decisions more quickly and cuts down on back and forth questioning

Review paperwork before submitting to avoid delays.

DELAYS

- Missing info on paperwork
- Expired liability insurance
- Project doesn't align with giving guidelines on page 12
- Typical delay time = 5-7 business days

Team Depot applications typically take 4-6 weeks to review.



RECORDING VOLUNTEER ACTIVITY

To receive credit for completed volunteer projects, see info below.

Foundation-Funded Projects

- Foundation-Funded projects are completed **with** Team Depot grant funding
- Credit for the volunteer project is awarded as soon as the grant is approved
- Volunteer count based on estimate from application (see below screenshot)
- No further action is required by Captain to receive credit
- Email Field Manager for changes to Foundation-funded volunteer count
- Only the lead store will receive credit on reporting

Which of the following best describes your project site? (check all that apply)

Individual home (single-family detached) Permanent housing facility Other, please specify: _____

Movable dwelling (mobile home, etc.) Semi-detached dwelling (multi-family, duplex, etc.)

VA Hospital VFW/American Legion/DAV

A Veterans Memorial Transitional housing facility

Total number of Home Depot volunteers: _____ How many Home Depot volunteers are veterans: _____

Total number community volunteers: _____ How many community volunteers are veterans: _____

Store-Sponsored Projects

- Projects completed **without** a Foundation grant
- Captures store activity outside of Foundation-funded projects
- Examples: volunteering at a Food Bank, a charity walk or an off-site Kids Workshop
- Counts towards region's volunteer goals
- **Submit at thd.co/TeamDepot**
- Criteria:
 - Not funded by Team Depot or Foundation
 - Minimum of 5 associates
- Does not include:
 - On-site Kids/DIY Workshops
 - Outright product donations

STORE-SPONSORED
PROJECTS

**Submit all store-sponsored projects
at thd.co/teamdepot.com.**

VOLUNTEERING IN DISASTERS

As a Captain, it is your responsibility to contact your SSC Field Manager to request funding for organizations that need materials after disaster strikes.

DISASTER DONATIONS

- **WHEN:** Immediately after disaster hits
- **WHAT:** Tarps, gloves, water, trash bags and other disaster supplies
- **WHO:** Nonprofits and government agencies who are responding to disasters
- **WHY:** Allows for prompt disaster response during tornado, flooding, winter storm, extreme heat and wild fire disasters



Funding for tarps, gloves, trashbags ,etc. can be given to nonprofit organizations.

DONATION FUNDS

- **Contact SSC Field Manager ASAP for approval**
- SSC Field Manager can activate on average \$1,000 for product donation (to nonprofits and government agencies) per district per disaster
- Documents needed for reimbursement:
 - Store quote
 - 501(c) or W-9 letter
 - Donation Form (pg. 22)
- Home Depot gift cards emailed to Store Manager to pay quote
- American Red Cross already has disaster donation funding



Captains should contact their SSC Field Manager to start donation process.



EMERGENCY DISASTER RELIEF DONATION FORM

Disaster Type:		Date:	
Disaster Location:		District:	

This emergency donation fund has been setup to address immediate disaster relief only. Donations are to be made to established nonprofit organizations (e.g. **Salvation Army**) or the local **Fire Dept, Police Dept, City, County or State Emergency Management Agency**.

How to Process This Request:

Stores must submit the following to their Foundation Field Manager to cover donations released to nonprofits or government agencies for immediate disaster relief. A gift card will be mailed directly to the Store Manager.

- Completed Emergency Disaster Relief Donation form with a copy of the quote and the organizations' 501c letter, 9 Digit Federal EIN Number, or W9 form if working with municipal organization.

Note: This is the only time The Home Depot Foundation will release funds directly to the store on behalf of a nonprofit.

Guidelines

- Immediate disaster relief supplies consist of tarps, trash bags, gloves, water, etc. No heavy equipment unless pre-approved by your Foundation Field Manager.
- Associates impacted by the disaster should be directed to the Homer Fund.
- Individuals requesting donations should be directed to American Red Cross, Salvation Army, or FEMA.
- This donation request form is not valid once the disaster has been declared over.

STORE INFORMATION: MUST BE COMPLETED IN FULL

Request Date:	Donation Amount:
Store #:	Store Manager:
Region:	District Manager:
Requested By:	

NONPROFIT ORGANIZATION INFORMATION: MUST BE COMPLETED IN FULL

Organization Name:	Contact Name:
Contact Email Address:	501(c)(3) Tax-exempt Number:
Mailing Address (no P.O. Box):	City/State/Zip:
Contact Phone # (state if office or cell #):	

FOUNDATION FIELD STAFF

<p><u>Northern Division</u> Courtney Smith Courtney_Smith@homedepot.com 770-433-8321 (Office) Ext. 83409 877-981-2554 (Fax)</p>	<p><u>Western Division</u> Ryan Braddy Ryan_Braddy@homedepot.com 770-384-3833 (Office) 877-981-2551 (Fax)</p>	<p><u>Southern Division</u> Sean Vissar Sean_Vissar@homedepot.com 770-384-4180 (Office) Ext. 14180 877-959-1036 (Fax)</p>
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RESPONDING TO DISASTERS

Team Depot projects should not include first responder activities such as water rescue. Associate projects should only occur once areas are deemed safe. Learn more at thd.co/teamdepot in "Disaster" section.

DISASTER PROJECTS

- Notify Field Manager of interest or intent to volunteer
- THDF partners help mobilize volunteers in times of disaster
- Safety is critical
- Know disaster zones, prevent unsafe environments and help with logistics (food, water, bathrooms, etc.)
- Share your story



SAFETY REMINDERS

- Safe projects include debris removal and relief aid distribution
- Rely on nonprofit organizations for immediate relief like water rescues and damage assessments
- Fires present minimal volunteer opportunities
 - Consider volunteering at local shelters
 - Construct sifter (attach sifter warning located on Team Depot Toolbox)
 - Associates cannot sift through ash



FOUNDATION PROGRAMS

\$50 coupons and/or community impact grants are great ways to support organizations or causes when Team Depot projects are not plausible.

COMMUNITY IMPACT GRANTS

- Grants awarded to 501(c) nonprofits or tax exempt government agencies
- Funding for community-based projects
- Community volunteers only, no HD associate involvement
- Grants range from \$800 - \$5K
- Veteran and community focused; nonprofit must be in existence for one year
- Resource for non-Team Depot projects
- Application is open to the public through Built from Scratch website

\$50 COUPONS

- Use coupons to easily support organizations in your community
- Coupons are sent via email to the Store Manager and ASDS
- Can be given to 501(c) nonprofits and tax-exempt government agencies
- Coupons can only be printed once
- Emailed from: thd_store_communication_kit@hwprinting.com
- Contact Darlene_Pinkston@homedepot.com with questions

THE HOME DEPOT **THANK YOU FOR YOUR EFFORTS TO IMPROVE OUR COMMUNITY!**

You are doing invaluable work in our community and we are pleased to be able to support your efforts. Use this \$50 coupon at any U.S. Home Depot retail store when purchasing supplies for your nonprofit organization or tools for your next volunteer project. Ask your store's Team Depot Community Captain for more information on how to invite our associates to help with your project.

OFFER VALID MARCH 1, 2019 THROUGH JUNE 30, 2019

\$50 OFF

Your next purchase of \$50.01 or more

HOMER FUND OVERVIEW

The Homer Fund's mission is to provide **assistance to associates of The Home Depot with **compassion, consistency and professionalism** and to support the generosity of associates to one another.**

- The Homer Fund is a 501(c)3 non-profit charity which began in 1999 when The Home Depot founders, Ken Langone, Arthur Blank and Bernie Marcus, donated \$5 million each
- Since 1999, the Fund has provided more than \$190 million to more than 146,000 associates in need of shelter, food, clothing and funeral expenses
- The Homer Fund team receives more than 1,000 requests each month from associates in need and more than \$1 million dollars is awarded to associates on monthly basis

ROLE & RESPONSIBILITIES

As a Community Captain, you will be responsible for driving awareness about The Homer Fund's campaign and making sure that associates are knowledgeable about the help the Fund can provide.

Drive Homer Fund participation for your location by:

- Promoting the annual fundraising campaign February 15 - April 15
- Educating associates on The Homer Fund's grant programs
- Assisting associates in need with the grant application process

ORANGE SCHOLARS

The Orange Scholars program has awarded **\$30 million to 13,000** students since 2006. The program is offered to **hourly associates** who have dependent children who are looking to go to college.



- The Homer Fund awards 1,000 scholarships annually to dependents of hourly associates
- The application period is November 1 through January 21
- Scholarships range in amount from \$1,000 in Mexico to \$2,500 in USA and Canada

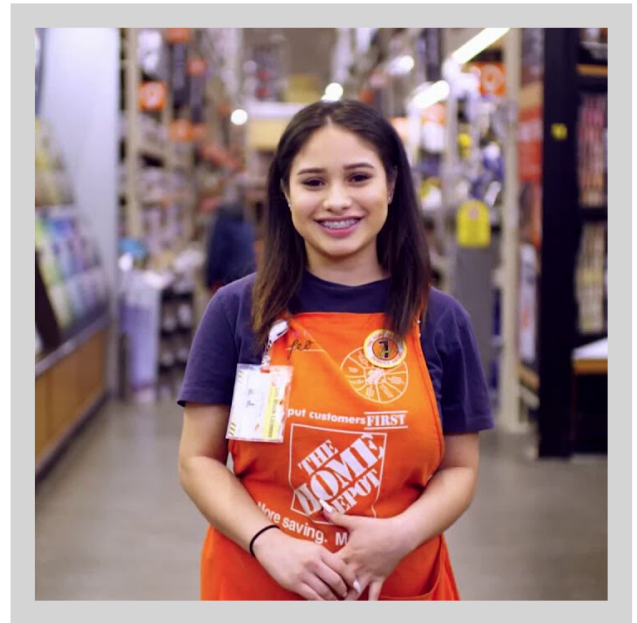
**Qualifications for scholarship includes:
50% financial need, 25% academics and 25% community service**

DIRECT GRANTS

The Direct Grant is The Homer Fund's principal grant. It focuses primarily on **unforeseen** catastrophic events that have led to an associates inability to pay basic living expenses. To qualify, associates must be experiencing a **qualifying/triggering** event AND must demonstrate a **financial need**.

Qualifying / Triggering Event

- Illness or injury
- Death
- Natural Disaster or Fire
- Unemployment
- Unforeseen Sale/Foreclosure
- Note: Foreclosure of a property for which the associate is the owner must fall under one of the other events listed.
- Note: Qualifying events MUST occur within the past 9 months AND during employment with The Home Depot



Qualifying / Consequential Expense

- Past Due Rent/Mortgage
- Past Due Electricity, Water, Gas
- Past Due Property Taxes or HOA Fees
- Security or Utility Deposits
- Homeowners Insurance Deductibles or Home Repair/Modification
- Medical Insurance Premiums
- Funeral Expenses Necessary for Burial
- Emergency Travel to Funeral of Parent, Sibling, or Child



Direct grants award up to \$10,000 based on documented need.

DIRECT GRANT ENHANCEMENTS

Due to the continued **generosity** of Home Depot associates, The Homer Fund has **expanded** qualifying circumstances to include:



- ✓ Expanded coverage for loss of household income (i.e. loss of court-ordered child support or loss of government subsidy)
- ✓ Coverage of major car repairs (i.e. transmission or engine repair/replacement)
- ✓ For additional details, visit thdhomerfund.org
- ✓ Coverage of medical insurance premiums if associate is on an approved medical leave of absence for 30 days or more
- ✓ Coverage of necessities due to unforeseen increase in family size (i.e. unforeseen guardianship of grandchildren)
- ✓ Coverage of funeral expenses related to the death of parent or young adult child 26 years or younger
- ✓ Emergency travel expenses (i.e. attend funeral of parent, sibling, or child)
- ✓ Coverage for victims of specific types of crime (i.e. robbery, burglary or identity theft)
- ✓ Coverage of major home repairs for unsafe conditions in owned housing (i.e. damaged roof or broken pipes)
- ✓ Coverage for loss of household income (i.e. loss of court-ordered child support or loss of government subsidy)

95.3% of the company donates to The Homer Fund!

LARGE SCALE EMERGENCY GRANTS

Large Scale Emergency grants are different from direct grants. These grants are for disaster-related “short term” emergency assistance - immediate family members only.

1. Short-Term Assistance

- Prior to a known natural disaster and in the immediate aftermath of a natural disaster
- Regional leadership is notified via email

2. Emergency Evacuation

- Temporary shelter
- Food and clothing while displaced
- Smaller amounts based on family size
- Response within hours
- Not income replacement

3. Are Designed to:

- Provide emergency assistance only (food, clothing, shelter)
- Provide assistance for associate, spouse, children and other immediate family members that live with the associate

4. Important Reminders

- Cannot provide assistance for extended family members who do not live with the associate
- Every associate in the impacted area does not qualify for this grant

Once the Application is Submitted

1. Homer Fund team receives/reviews applications and provides stipends based on family size and family needs (i.e. clothing, food, and/or shelter). The emergency grant is processed within a **four-hour period**. In time of large disasters/increased volume processing may take up to 24 hours.

2. Once the grant is processed, the associate and manager (DHRM, SM, or ASDS) will receive email communication with the Western Union confirmation number to retrieve the emergency funds. The associate must have a valid state-issued picture ID to retrieve the funds (expired ID's not acceptable).

MATCHING GRANTS

The Matching Grant is The Homer Fund's secondary or complementary grant. It can cover expenses not addressed by a direct grant. Learn more at thdhomerfund.org.

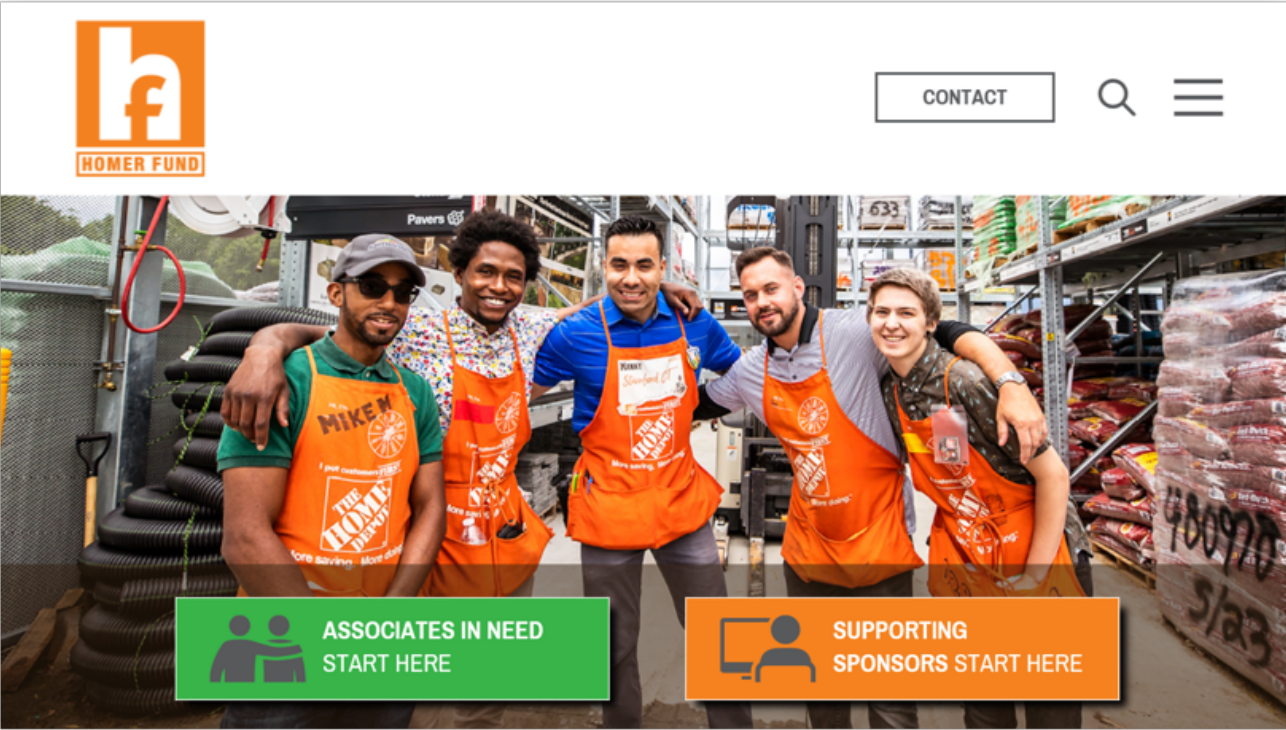
- Unique way The Homer Fund recognizes the generosity of associates toward one another
- Pre-approval from The Homer Fund is required **PRIOR** to taking up a collection for an associate
- Flexible criteria
- Expanded list of "everyday" events causing hardship
- May cover expenses not addressed by a Direct Grant, such as:
 - Security deposit for new housing due to a divorce
 - Rent after fiance lost job
 - Travel to funeral of extended family
 - Medical bills and necessary equipment (wheelchair and hearing aids)
- May act as an add on to a Direct Grant in select situations
- When associates "pass the hat" to collect money to help another associate in need, the Fund will match their collection \$2 for \$1, up to \$5,000, or the amount needed



The Homer Fund will match the collection up to \$5,000.

ASSOCIATES VS SPONSORS

The Homer Fund website has been updated for an easier more intuitive navigation for associates and sponsors. The website is purposely designed to cater to each specific audience (**associate and sponsor**).



Visit the new and improved [THDHOMERFUND.ORG!](https://thdhomerfund.org)

HOW TO APPLY

- All applications live on the authorized sponsors' web page
- Associates **CANNOT** apply for assistance without partnering with a manager or ASDS
- The application link is for authorized sponsors **ONLY**
- Do NOT provide the link to the associate in need
- Each application has two parts
 - Associate completes the paper form
 - Manager completes the electronic form
- Receipt of one part **WITHOUT** the other results in **immediate declination** of the grant request



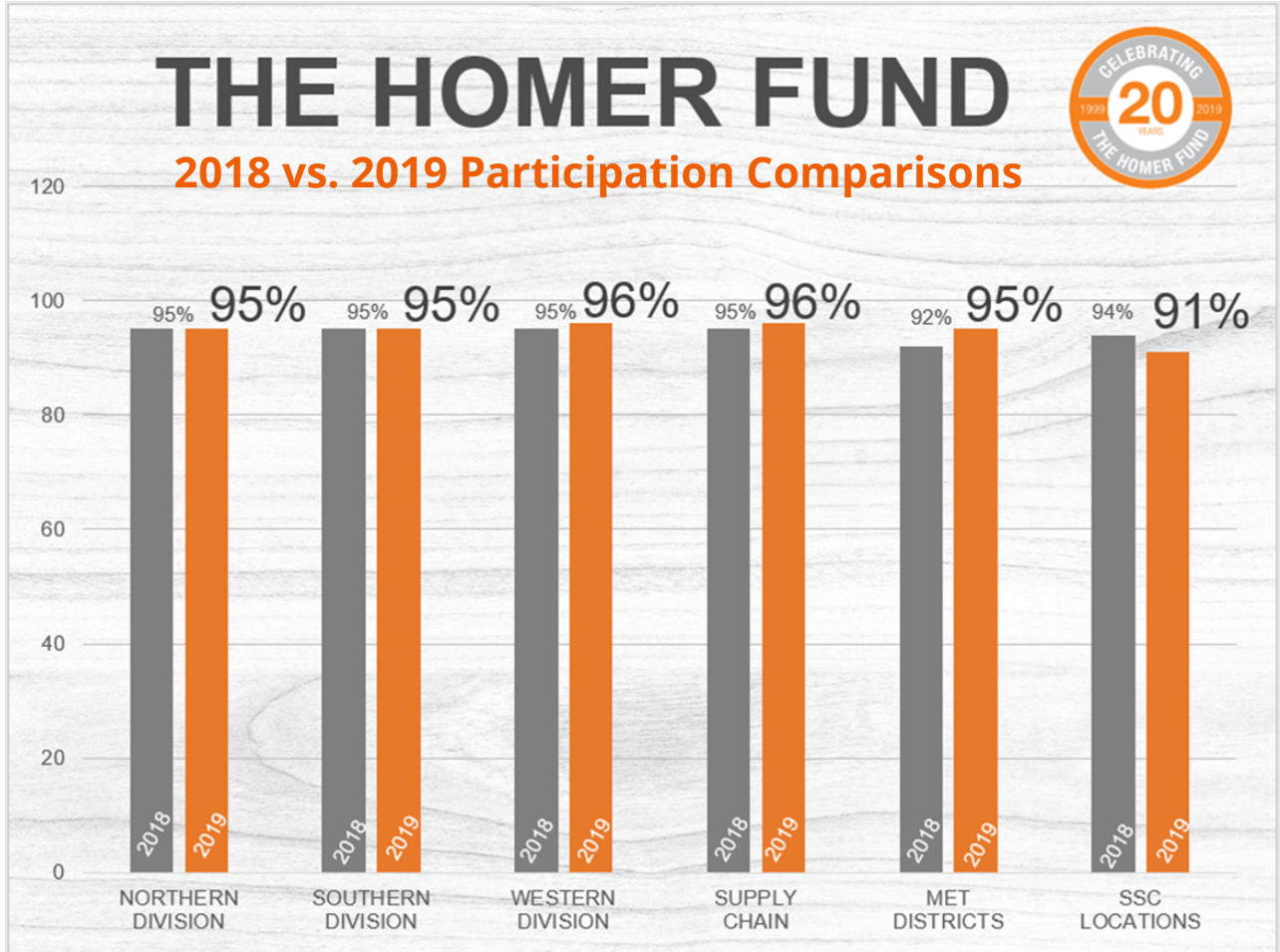
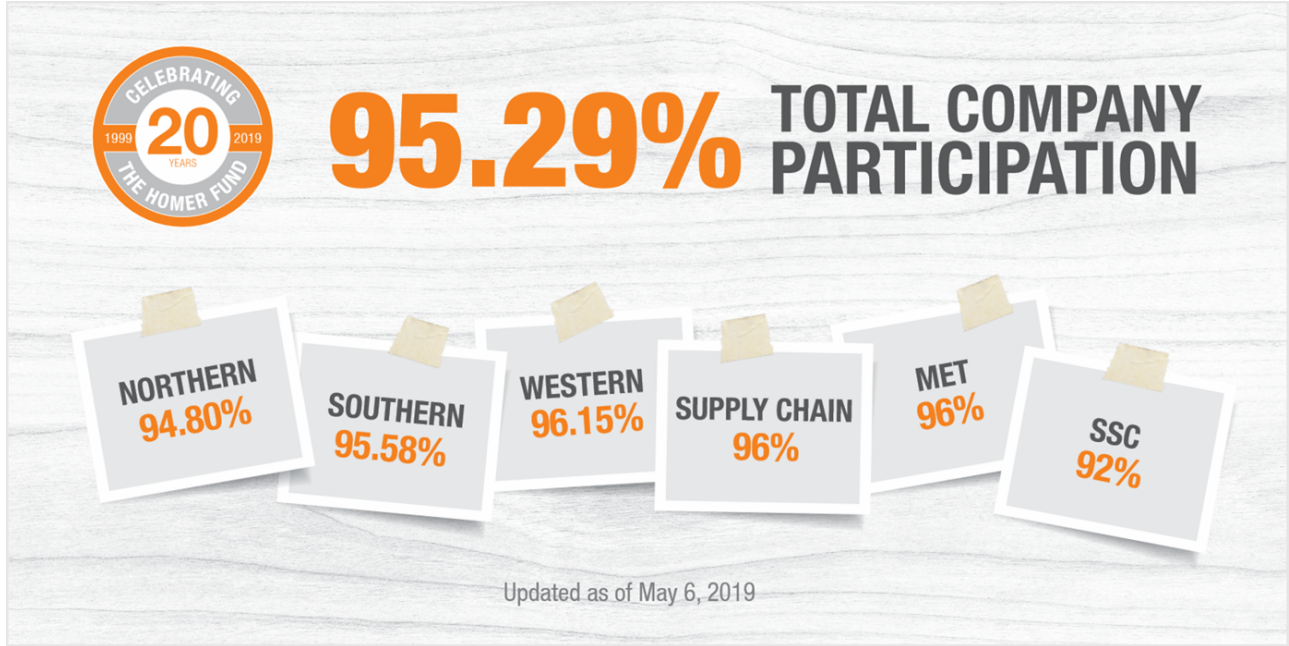
Application Reminders:

- Missing proper documentation is the top reason that grants are declined
- To prevent grants from being declined or delayed, make sure you ask the right questions to determine the cause for the hardship
- Make sure the associates' documents are legible



2019 FUNDRAISING CAMPAIGN REVIEW

We had another **record-breaking** year in 2019 with more than **95% company-wide participation**. Every division ended with 90% participation or higher.



2020 CAMPAIGN DATES

The 2020 Homer Fund Campaign dates are **February 15 - April 15.**



- The theme of the campaign is **"We're all Orange at Heart"**
- The poster shows a thumbprint of a heart-and signifies that no matter our differences, we all can make a big difference by supporting The Homer Fund and our fellow associates
- As a community captain, it is your job to promote the campaign, to educate associates on the Homer Fund program and to encourage associates to donate

FUNDRAISING

- Donations to The Homer Fund are voluntary
- Should be **informal** and **engaging**
- Captains/associates are encouraged to attend all associate events, but won't be required to participate
- All captains will be encouraged to share their events on **Twitter** and **Warehouse** by tagging @HomerFund and #OrangeAtheart



How to Drive Your Campaign

- Create realistic, but optimistic goals
- Generate excitement
- Make The Homer Fund relatable
- Use campaign materials (in February SCK)
- Highlight personal stories from local Homer Fund participants
- Show associate spotlight videos (can be found on THDHomerFund.org)
- Be Creative



DONATION FORM & CONTRIBUTIONS MANAGER

- The new **"Be Orange at Heart"** donation form has a carbon copy for you to give to the associate once the associate has agreed to donate
- This is also a perfect time to give the associate an "Orange at Heart" apron pin. The lapel pin is in addition to the standard Homer Fund pin and only limited quantities are available.

HOMER FUND DONATIONS

All donations to The Homer Fund will directly help associates in need. Gifts are tax-deductible*, and The Home Depot Foundation will match gifts between \$25 and \$1,000, up to \$3 million.

To donate, please complete the form and return it to your captain for processing. Captains will sign and keep the top copy and return the bottom copy to the associate. If you prefer to submit your online donation yourself, visit thd.co/HFDonation. **Captain cannot enroll an associate without the associate's signature.**

ASSOCIATE NAME _____

ASSOCIATE ID# or LDAP _____ DATE _____

STORE OR LOCATION # _____

ASSOCIATE SIGNATURE _____

CAPTAIN SIGNATURE _____

*The Homer Fund is a 501(C)3 charity (Tax ID #: 58-2491657). Donations to The Homer Fund are tax deductible. Captains retain top copy; associates retain bottom copy

Contributions Manager:

- Contributions Manager will continue to be made available to captains to offer more control over the entry of donations
- One-time donations (with the exception of one-time payroll donations) are updated in real time and will show on reporting the next morning
- Please make sure when entering donations, you select the correct button --one time vs. payroll donation and do not enter zeroes to alleviate problems for the associates

Enter the Associate ID and donation amount(per pay period) for all assoc

AssociateID or LDAP ID	Name	Amount Per Pay Period
1. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
2. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
3. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
4. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
5. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
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8. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
9. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*
10. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="radio"/> \$5 <input type="radio"/> \$10 <input type="radio"/> \$15 <input type="radio"/> \$20 <input type="radio"/> \$*

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Copy of Testers.xlsx

MY Apron > My Workbench > Applications > Contribution Manager

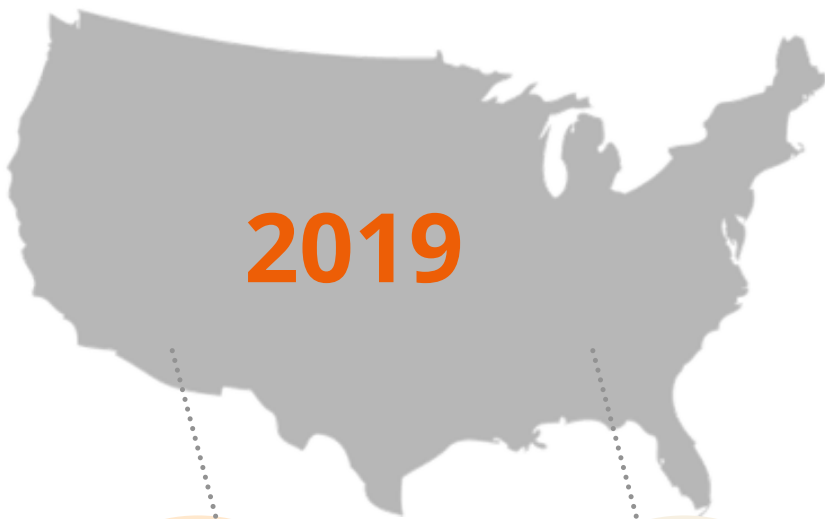
THE HOME DEPOT FOUNDATION COMMUNICATIONS

Sharing the Foundation's story through public relations helps us connect with customers and gives them a **reason to shop with us.**



Why Sharing Our Story Matters

- **71%** of millennials want companies to take the lead on social issues
Source: Cone Communications CSR Study
- **40%** of consumers seek purposeful brands
Source: Globe Scan + BBMG
- **56%** of consumers said they are more likely to buy from a brand known for its social value
Source: Nielsen
- **53%** identify a brand's community involvement as a leading purchase driver
Source: Nielsen



**370M
LOCAL
MEDIA
IMPRESSIONS**

**4K
LOCAL
MEDIA
PLACEMENTS**



**Each viewer
= a potential
customer**

TELLING A GOOD STORY

Sharing the Foundation's story through public relations helps us connect with customers and gives them a **reason to shop with us**. Follow these good storytelling tips when being interviewed by local media.

Before Interview

- Review the talking points
- Memorize key points you want to make
- Be prepared to answer general questions- "What's today's project about?"

During Interview

- Be natural and conversational
- Repeat the question in your response for a complete statement
- Keep answer concise

After Interview

- Introduce media to other interviewees
- Show media around the project site
- Ask reporter when the story will air and share with THDF PR team



If you have any questions about media interview preparation, let's chat!
TeamDepotPR@homedepot.com

SOCIAL MEDIA CHANNELS

Engage with **@HomeDepotFoundation** on Instagram + Facebook and **@HomeDepotFound** on Twitter, and the **@HomerFund** on Twitter.



Hashtag: #TeamDepot



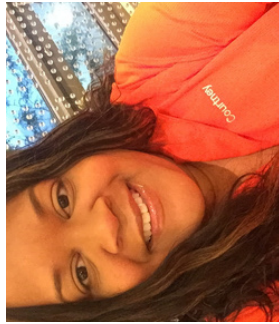
Hashtag: #HomerFund+ #OrangeAtHeart



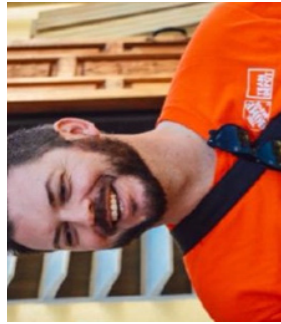
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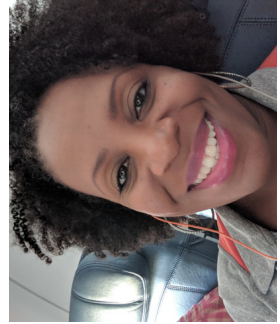
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Meet the Team

—
TEAM DEPOT



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Meet the Team

— THE HOMER FUND



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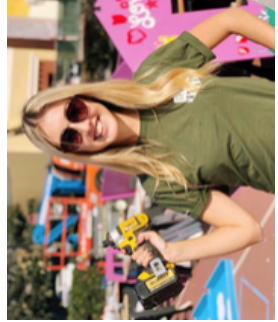
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Meet the Team

FOUNDATION COMMUNICATIONS