

# Team Depot Project Planning Checklist

Use this checklist to plan your Team Depot project. Check off each item as you complete it.



Organization Name:	
Organization Contact Name:	Phone & Email Address:
On-site Project Day Host's Name:	Phone & Email Address:
Date of Site Visit(s):	Proposed Project Dates & Times (i.e.: Jan 3 <sup>rd</sup> - 4 <sup>th</sup> ; 8am - 2pm):
Project Site Address:	

**REMINDER!**

*Requests for projects that do not benefit veterans will be highly competitive. Applicants will be considered for funding between \$1,000 and \$5,000 per project.*

## What to do 8-10 weeks before expected project date

	Conduct a site visit at least 8 weeks before a proposed project completion date to determine the project feasibility and scope.
	Obtain a copy of the organizations IRS nonprofit status determination letter (501c) or government municipalities (school, city, agency's W-9 form. (State documents will not be accepted).)
	Is the nonprofit in good standing with their Federal nonprofit registration? (i.e., is the registration expired)
	Determine if any skilled volunteers or task leaders are needed.
	Make a store quote listing the products that The Home Depot will be proving ( <b>no store markdowns</b> ).
	Partner with your nonprofit to choose a date for the project and determine the time commitment involved.
	Finalize start and end times for the project.
	Obtain your store managers signature and district manager's commitment to the project.
	Submit your project into the SmartSimple program with the <b>Store Quote, 501c tax exemption documentation or W-9 form and the front page of the proof of insurance</b> to your Division's Foundation Field Team to request funds for your project.
	<b>Provide printed and electronic copies of the project to your nonprofit partner for their records.</b>

## Site Visit Checklist

	Project scope and tasks to be completed. How many days will the project take? Do you have the right skills available among your associates?
	Tools and materials the community partner can provide. Will nonprofit partner provide food and/or beverages for volunteers? If so, where will they be located? Who is providing ice?
	Secure storage location for supplies and materials that will be delivered prior to the project (if necessary).
	Total number of volunteer's needed:
	Will the organization's staff or clients participate in the project? If they will participate, request guidelines for working with the particular population or facility. For example, some shelters will not allow photography of residents' children.
	Obtain travel directions to and from the project site, restroom arrangements and parking instructions.
	Will food and beverages be provided by the site host?
	Are there trash cans or dumpsters available? Who is responsible for trash collection and removal?
	Confirm locations for posting banners and signage.
	Is there a first-aid kit available onsite?
	Location for Registration Table: Tip: Confirm tables and chairs are available for the registration.
	Are restrooms available, marked, and clean? Will they be stocked the day of project?
	Is there access to water (water hoses and nozzle) if necessary for mixing concrete, watering plants or other projects?
	Is there access to electricity and are extension cords available?
	Location for PPE Station: Tip: Confirm tables and chairs are available.
	Is there adequate parking within walking distance of the project?
	Does the project site and workstations follow social distancing guidelines?
	Is a copy of the in-store social distance/safety signage posted at the project location?
	Do you have a way to play music throughout the day? Will the nonprofit have a way to play music at their facility? Tip: Music keeps the energy high and volunteers motivated.
	Is sound equipment needed for the opening and closing ceremonies?
	Special requirements, if any, for children or family members of associates who many want to volunteer.

## What to do 6-8 weeks before expected project date

	Confirm that your project forms have been received and going through the approval process with your Foundation Field Specialist. <b>NOTE: Please allow 4-6 weeks for the grant approval process from the date that an online grant application is received by the applying organization.</b>
	Follow up with the organization to confirm that they have received an email from The Home Depot Foundation Field team and that they've submitted their online grant application for funding approval.
	Can this project be completed if it rains? If not, are there alternative plans the volunteers should know about ahead of time?
	Create cool flyers about the project and post in the break room to excite, engage and recruit volunteers. If the project is district-wide, provide flyers to the SMs or Team Depot Captains at the other store locations that are involved.
	Promote the event at store meeting, department meetings, at associate committee meetings and on the community board. Ask ASMs and Department Supervisors to promote the event within their teams.
	Identify and determine your project task leaders.
	Schedule a follow up site visit with your project task leaders so that they are familiar with the site prior to the date of the project.
	Order Team Depot t-shirts for volunteers and a Team Depot banner via eBay or from shopthdgear.com. (purchase shirts for newly recruited volunteers only)

## What to do 2-5 weeks before expected project date

	If needed, request status update from Foundation Field Specialist to make sure funding is secured.
	Stay in touch with the nonprofit.
	Continue to promote the event at store meetings, staff meetings, and on your community board.
	Remind volunteers of their commitment and make sure they get the day off through the scheduler.
	Determine if children from the nonprofit will be involved or if associates-volunteers will bring their children. Remember, some sites may not allow children or have limitations on age so make sure you confirm this with the nonprofit beforehand and communicate this to your volunteers.
	Give volunteers the important event information: what to wear, PPE requirements, alternate plans in the case of bad weather and parking instructions.
	Create and distribute a map and directions to the project site. Make sure that your parking directions are simple and clear. If space is limited plan to carpool or encourage using public transit.
	Put together a packet for the day of the event. Include sign-in sheet, emergency contact numbers, evaluation forms, name badges, pens, digital camera, banner, and recognition items.

## What to do 2-5 weeks before expected project date (continued)

	Plan set up and clean up for the day of the event.
	Remind volunteers to wear orange or their Team Depot shirts if they have one from previous events.
	Ask volunteers to bring their own water bottle and to refill at on-site water stations to reduce waste.
	Determine the number of first time volunteers and plan to bring enough Team Depot shirts to the project for new recruits or distribute beforehand.
	Select a Team Depot Safety Captain who is able to administer first aid on the day of the project.
	Designate a photographer and select a registration captain who is able to ensure that all volunteers sign the attendance/waiver form on the day of the project.

### REMINDER!

*Order Team Depot Shirts & Banner(s) at least three (3) weeks before project date. Each store(s) is responsible for providing t-shirts for their volunteers.*

## Day of Event

	Get there EARLY!
	Hang the Team Depot banner(s) at the project site. Put up any directional street signage if needed.
	Set up registration table. Be sure to have pens and markers for name badges if needed.
	Make sure that there is clear signage on containers for recycled products.
	Confirm that restrooms are clean and stocked.
	Do you have a way to distinguish your safety captain from other volunteers? You can use an orange vest, a fun hat or button.
	As volunteers arrive, have each volunteer sign attendance sheet/waiver form.
	Distribute Team Depot shirts to volunteers.

## Day of Event (continued)

	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. <b>NOTE: Talking points available on Team Depot's My Apron page.</b>
	Do The Home Depot cheer!
	Divide the volunteers into teams, if necessary.
	Keep the project on schedule.
	Serve food – All foods must come individually wrapped and sanitized.
	Take pictures and get fun quotes from volunteers to send to your Foundation Field Team for posting on Facebook!
	Be sure to participate, have fun and encourage the volunteers.
	Clean up as you go and leave site cleaner than you found it.
	Capture quotes and favorite moments from volunteers and task leaders.
	Contact Foundation PR at <a href="mailto:TeamDepotPR@homedepot.com">TeamDepotPR@homedepot.com</a> , if local media attends the event.
	Close the day with a heartfelt thank you to all volunteers, anyone who donated food or supplies, and the nonprofit.

## After the Event

	Give yourself a high-five, you did a GREAT job!!!
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