



Team Depot Application Volunteer Only Projects

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This document provides a list of the general questions asked during the Team Depot application. Unless a field is denoted as optional, it is required.

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Eligibility Check

- Captain acknowledgment of Team Depot guidelines
- Did the partner organization confirm they have been in existence for more than one year?
- Select your partner organization (*searchable list*)
 - Reminder: Eligible organizations are U.S. based 501c3, 501c19, or government (e.g., schools) organizations

Participating Captain & Facility Details

Asterisk denotes the field will auto-populate based on the HR system (Workday) data

- Select your business function (*dropdown*)
- Primary Captain name (First and Last) *
- Primary Captain title*
- Primary Captain work email*
- Primary Captain phone number
- Primary Captain location*
- Captain's direct leader email (*optional*)
- District/Senior Captain email
- Any additional emails you want copied on application for visibility

Volunteer Shift & Project Details

Volunteer Shift & Details

- How many shifts do you have? (*dropdown*)
- Shift #1 Name (e.g., Volunteer Shift, Set Up, Take Down)
- Shift #1 Date & Start Time
- Shift #1 End Time
- Shift #1 Number of spots
- *Repeat for however many shifts selected in question 1*

Project Details

- Project Title
 - *Name the project with the location/department and then short project description (e.g., Store 121 - Spring Habitat Build, D26 – Foodbank Day, Culture Team – Trees Atlanta Project, etc.)*
- Please select all project activities that most closely match the work you will be completing (*dropdown*)
- Please select the primary population your project will serve. Select all that apply (*multi-choice list*)
- Project Description for Volunteer Registration Page



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- Use the above information to summarize the project for the volunteer event page. Note – it's helpful to include who you are helping, why you are helping them and what type of volunteer work you'll be doing!
- What are the “must knows” for the volunteers?
 - Please include any information the volunteers may need to know. For example: Please wear closed-toe shoes. We will hand out your Team Depot shirt at check-in. Lunch will be provided. Etc.
- What are the volunteer duties?
 - This is where you can tell volunteers more specifics about what they might do (e.g., We will have one group of volunteers sorting incoming food donations and one group packing weekend meal kits for students, or volunteers will be doing light landscaping tasks in the front yard, and laying mulch + planting fresh flowers in the back yard).

Project Facility

- Project address
- Facility Type (*dropdown list*)
- Please list the facility name (e.g., Boys and Girls Club of Metro Atlanta, Acton Elementary School, etc.)
- How many housing units/homes are expected to be constructed/ rehabbed/ refurbished?
 - Please enter “0” if this is not applicable to your project

Partner Organization: Information

Partner Organization Information

- Organization name
- Organization EIN
- Organization doing business as/common name (*optional*)
- Organization type
- Organization mission statement or bio
- Organization cause area(s)
- Organization annual budget
- IRS ruling date

Primary Partner Organization Contact Information

- Primary partner organization contact name (first and last)
- Partner organization contact title
- Partner organization contact email
- Partner organization contact phone number
- Partner organization website