

Tracking Your Progress

To see how your division, region, district or store/location stacks up before, during and after the campaign, the Fund offers the following tools to help track donor participation:

1. Donor participation reports are on the new Web site: www.thdhomerfund.org/captains.shtml. A link to The Homer Fund Web site is also accessible through myApron>myCompany>Community Involvement.
2. Recognition of the Top 10 Stores and Top 10 Districts will be shown on The Homer Fund's Web site and on HDTV's Associate Update weekly throughout the campaign.

We also encourage you to personally track your store or location's participation as you submit pledge cards to the Fund. The Homer Fund's donor participation reports are not real-time reports.

DONOR PARTICIPATION REPORTS

- At the start of the campaign, The Homer Fund will post a donor participation report on our Web site: www.thdhomerfund.org/captains.shtml.
- The reports show the percent of associate participation broken out by division, region, district and store. **Note: Since giving to the Fund is strictly voluntary, we will not release the names of individual donors out of respect for their privacy.**
- The associate headcount on the report reflects all full-time, part-time, hourly, salaried and temporary associates in your location as of February 2009, according to our payroll department. **The associate count will remain constant throughout the campaign and the remaining year.**
- The number of donors reflects every associate the Fund reports as currently giving in 2009 (either through a recurring payroll donation or one-time donation). *One-time* donations given prior to 2009 are NOT considered for participation in this year's campaign.
- If your location is not listed on the report, this means that no one in that store is currently giving to The Homer Fund. What a great opportunity for you to increase participation!
- If a location is assigned incorrectly in the reports, please inform our staff so the report can be corrected.

IMPORTANT! PLEASE READ THIS SECTION!

Accuracy of the donor participation report depends on three important factors:

1. The Fund receiving your store's pledge cards via fax, e-mail or overnight mail – see instructions below.
2. Complete pledge cards containing Associate's name, Associate ID, store number and amount of donation.
3. Understanding how donors are tracked and reported at The Homer Fund – see below.

SENDING PLEDGE CARDS TO THE HOMER FUND

All pledge cards for new donors should be sent to The Homer Fund by:

FAX your pledge cards to (770) 384-2612. Please do not fax a large quantity of pledge cards. If you have more than 30, please send them through overnight mail.

OR

E-MAIL The Homer Fund spreadsheet to Homer_Fund@HomeDepot.com for quicker processing. Access the spreadsheet on the Fund's Web site at www.thdhomerfund.org/captains.shtml.

OR

OVERNIGHT copies of pledge cards to The Homer Fund, 2455 Paces Ferry Rd., C-17, Atlanta, GA 30339. (Keep the originals for your records in case the package is lost.) Please send pledge cards and check donations in their own overnight package, NOT in the overnight package normally sent from the store to the SSC each week. The pledge cards and donations have a good chance of being lost! Additionally, please do NOT send cash.

HOW THE HOMER FUND TRACKS DONORS

- When our staff receives donor pledge cards (through fax, e-mail or overnight mail), we enter each donor's information into our system. For those associates requesting a recurring payroll donation, we also provide to The Home Depot's payroll department the donor's information (name, Associate ID #, amount to be deducted each pay period, etc.) so they can set-up the request.
- Then, the payroll department sets up the associate's payroll donation. Note: **Please allow at least four weeks for the payroll department to set up a donor's request.** If after four weeks a donor states their donation is still not being deducted from their paycheck, please contact our staff.
- Each week throughout the campaign, the payroll department provides a report to The Homer Fund showing the total number of associates donating through payroll deductions. The Fund takes this report from payroll, imports it into our system and creates the participation reports you'll access from the Web site.

TIPS AND POINTERS

- It takes approximately four weeks from the time The Homer Fund receives a pledge card until the number of donors on the report reflects the donation.
- Use The Homer Fund spreadsheet to have your new donors processed quicker.
- Do NOT send pledge cards to the payroll department.
- Do NOT send original pledge cards. Keep for your records.
- Do NOT hold pledge cards until the end of the campaign – send them in as you receive them from associates.
- If you fax pledge cards, you do NOT need to overnight them. If you overnight pledge cards, you do NOT need to fax them.
- Pledge cards with check donations SHOULD be sent through overnight mail with the check attached to the pledge card itself. Make copies for your records.
- Do NOT send cash.