



# DONATION COUPON INSTRUCTIONS

The \$25 Off Donation Coupons are one of several ways your store can support local nonprofits and invest in your community. This program is meant to assist local nonprofits with small community volunteer projects.

## WHO QUALIFIES

The Home Depot and The Home Depot Foundation support **registered IRS 501c3 designated nonprofit** organizations, public schools and city/county agencies in the United States and U.S. territories.

## QUARTERLY DELIVERY SCHEDULE TO STORES

1. Once each quarter stores will receive twelve (12) - **\$25 off Donation Coupons** (value \$300) inside their **Digital Communications Kit (DCK)**.
2. The coupons will be an attachment to an email sent to the ASDS.
3. The delivery schedule for the Digital Communications Kit (DCK) containing the donation coupons is:

- Q1 - March DCK
- Q2 - June DCK
- Q3 - September DCK
- Q4 - December DCK

## BEST PRACTICES

1. If you don't already have a Store Team Depot Captain, then assign one or select an associate to manage this program.
2. How to manage your \$25 off donation coupons:
  - **Secure:** Keep coupons in secure place (vault or locked file cabinet)
  - **Give:** Donate coupons only to *registered* IRS 501c3 nonprofits, schools or city/county agencies. All nonprofits must provide a copy of their stamped IRS determination (tax-exempt) letter; Schools or city/county agencies must provide you with a signed IRS W9 form.
  - **Record:** Use the **\$25 Off Coupon Log Sheet** every time a coupon is issued to a nonprofit
  - **Redeem:** Nonprofit must provide a copy of 501c3 letter or W9 and purchase \$25.01 or more for the coupon to be valid. Only one coupon can be redeemed per transaction.
  - **File:** Staple together the coupon form, tax-exempt letter or W9 and any other documents provided to you by the nonprofit and keep in store file. Do not return to the Foundation.

## SPECIAL NOTES

- Donation coupons are not for internal (store or associate) use.
- All donations must follow The Home Depot Foundation guidelines as stated in the Best Practices section.
- Coupons can be used to support community projects like the Eagle Scouts. They must present to you a copy of the Boy Scouts 501c3 tax-exempt letter.
- Because the number of coupons available is limited do not guarantee or commit distribution to a nonprofit. Also, consider distributing only one (1) coupon per organization in order to help more groups.

## OUR GRANT PROGRAMS

Refer all other requests for funding support from nonprofits to:

- **Community Impact Grants Program** Grants are available to U.S. nonprofits, public schools or city/county agencies who are organizing volunteer-driven neighborhood improvement projects. Direct the nonprofit to [www.homedepotfoundation.org/page/grants](http://www.homedepotfoundation.org/page/grants). (not for internal Team Depot use)
- **Team Depot** is our associate-led volunteer program. To learn more about the program, please visit: My Apron> My Company> The Home Depot Foundation/Team Depot or visit us on the Warehouse.
- Organizations requesting *sponsorship* support for fundraisers and other events should be advised to submit their request online at [www.homedepotproposals.com](http://www.homedepotproposals.com).

## CAN'T LOCATE YOUR SCK?

- [store\\_communication\\_kit@homedepot.com](mailto:store_communication_kit@homedepot.com) or call (770) 384-2154

To find the tracking number for your store's SCKK, go to the [myApron homepage](#) and select **Store Communications Kit** under the **Communications** section. Then find the month you are looking for and select **UPS Tracking** for that month.

## QUESTIONS ABOUT COUPONS?

Please contact [Team\\_Depot@homedepot.com](mailto:Team_Depot@homedepot.com).

Track your coupons using the Log Sheet on the other side of this page.

Expired coupons should be shredded and thrown away.



# DONATION COUPON TRACKING LOG

**Location #:** \_\_\_\_\_ **Team Depot Captain:** \_\_\_\_\_

Date	Coupon Number	Nonprofit Organization Name	Organization contact name	City, State	Project type	SM or TD Captain Signature
6-18-13	9815-4000-0003-341-7351-9107-26	Safe Haven	Jane Doe	Hometown, XX	Interior painting and bathroom repair	SIGNATURE HERE

Keep this log in your store's records. Please do not return to the Foundation.