



## Project Site Visit Checklist

<b>Organization Name:</b>	
<b>Organization Contact Name:</b>	<b>Phone &amp; Email:</b>
<b>On-site Project Day Host's name:</b>	<b>Phone &amp; Email:</b>
<b>Date of Site Visit:</b>	<b>Proposed Project Dates &amp; Times (i.e. - Jan 3<sup>rd</sup> 8am – 2pm):</b>
<b>Project Site Address:</b>	
<b>Team Depot Captain Name, Store#, Email &amp; Phone:</b>	
<b>Team Depot Task Leaders Names and Store #s</b>	

**\*\*NOTE: The site visit is one of the first steps in organizing a Team Depot project. Viewing the location first-hand will help with all aspects of project planning and preparation. During the visit, you should determine the scope of the project, how many volunteers are needed and all necessary materials to complete your project. Take another associate, tape measure and digital camera with you, if possible. \*\***

During your site visit, confirm and agree upon the proposed following items with your community partner: Remember not to commit to funding at this stage. Also, check for required liability insurance for the proposed work site and verify federal tax exemption status 501(c) IRS determination letter (State tax exemption does not qualify)

- Potential project scope and tasks to be completed.

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- Tools and materials the community partner can provide.

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- Storage location for supplies and materials that will be delivered prior to the project (if necessary).

- Number of volunteer's needed for each task and time needed to complete (i.e. – painting bedroom 4 volunteers 2 hours).

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- Will the nonprofit 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.

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- Travel directions to and from the project site, rest room arrangements and parking instructions.

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- Will food and beverages be provided by the site host? \_\_\_\_\_

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- Are there trash cans or dumpsters available? Who is responsible for trash collection and removal?

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- Confirm locations for posting banners and signage. \_\_\_\_\_

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- Is there a first-aid kit available onsite? \_\_\_\_\_

- Location for Registration Table: *Tip: Confirm tables and chairs are available for the registration.*

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- Are restrooms available, marked, and clean? Will they be stocked the day of project? \_\_\_\_\_

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- Is there access to water (water hoses and nozzle) if necessary for mixing concrete, watering plants or other projects?

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- Is there access to electricity and are extension cords available? \_\_\_\_\_

- Is sound equipment needed for the opening and closing ceremonies?

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