



One-Time Donations

What's Changed?

While you can still mail in your one-time donations to The Homer Fund, starting with the 2017 campaign, **authorized associates will have access to enter one-time donations online through myApron!**

Any ASDS, HRG or salaried manager serving as a Community Captain may request access to enter donations online by emailing Homer_Fund@homedepot.com. Community Captains who are not an ASDS, HRG or salaried manager can ask a salaried manager at their location to partner with them and request access.

This process change will help speed up the time it takes The Homer Fund's office to process one-time donations. In most cases, you'll see your one-time donations reflected on weekly participation reporting sooner.

That's Great! How Does it Work?

STEP 1: Collect One-Time Donations & Associate Information

Host a "Taco Tuesday" lunch, set up a donation table, or challenge your associates to a game-day-for-a-good-cause tournament. Any way you choose to raise awareness and funds for The Homer Fund is great, just remember to collect three important pieces of associate information: **NAME, DONATION AMOUNT, ASSOCIATE ID (9-digit number)**.

To help you collect this information, you can download a ready-to-go **One-time Donations List** on thd.co/SupportTHF.

STEP 2: Decide How You Will Submit the Donation Funds

● **Online via Credit Card (recommended)** — thd.co/HFDonation

This donation page is set up through PayPal and is the quickest way to submit one-time donations for processing. You can use your existing PayPal login or make a single donation – whichever works best for you. You will receive a confirmation email with a receipt number. **Please save this receipt number to enter it on myApron with your donor list (Step 3).**



● **One-Time Payroll Deduction**

New in 2018, associates may make a one-time donation through their paycheck. Captains can collect the associate's AID or LDAP and enter on their behalf or associates can register for a one-time payroll deduction on their own by visiting thd.co/HFDonation.

● **Mail a Check or Money Order via UPS**

You can still mail a check or money order with the donation funds and a donor list. Please make the fund payable to "The Homer Fund" and mail to the address listed below. **Please note of the check or money order number to include with when entering your donor list of myApron (Step 3).**

***Note – mailed donations will take longer to reflect on weekly participation reporting due to mailing times and manual processing in The Homer Fund's office. DO NOT MAIL CASH DONATIONS.*

MAIL TO: The Homer Fund – C17, 2455 Paces Ferry Road, Atlanta, GA 30339



Questions? Call The Homer Fund at 770-384-2611 or send an email to Homer_Fund@homedepot.com.

STEP 3: Enter Donor Information on myApron

REMEMBER: One-time donation information can be entered on myApron by an ASDS, HRG or salaried manager and above. Community Captains who are not an ASDS or salaried manager can partner with an authorized associate to submit their associates' donations.

1. Sign in to myApron

2. Navigate to the “The Homer Fund Contributions Manager” using the following path: myWorkbench > Applications > Homer Fund > Homer Fund Contributions Manager

If you do not see **Homer Fund Contributions Manager in your list of applications, please email Homer_Fund@homedepot.com to request access. (ASDS, HRG or salaried manager and above only)*

***If you see a second login screen after clicking **Homer Fund Contributions Manager**, you will need to refresh your credentials. Login again on this screen to access the application.*

3. Homer Fund Contributions Manager: click the ‘Contribution Type’ drop down menu and select how you submitted your one-time donation funds: **PayPal (online), one-time payroll contribution, check or money order (mail via UPS or USPS).**

Associate/LDAP ID	Name	Donation Amount	Date	Contribution Type	Check/Transaction #
1. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="mm/dd/yyyy"/>	Cash	<input type="text"/>
2. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="mm/dd/yyyy"/>	Check	<input type="text"/>
3. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="mm/dd/yyyy"/>	PayPal	<input type="text"/>
4. <input type="text"/>	<input type="text" value="Associate Name"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="mm/dd/yyyy"/>	Money Order	<input type="text"/>

If you have not completed Step 2, you can't fill out the required information in the **Check/Transaction #** field – make sure you your funds information prior to submitting your donor list!

4. Enter your donor list and include the PayPal receipt number, check number or money order number in the Check/Transaction # field. One-time payroll contributions do not require you to fill in this field.

NOTE: It is very important that you fill out the **Check/Transaction # field with the PayPal receipt number, check number or money order number for each donation. If this information is not included, your donation funds and donor list cannot be matched and may not show on weekly participation reporting.*

When Will I See the Donors I Entered on Reporting?

Get excited! One-time donations **entered by 6:00 p.m. EST each day** with all of the required donor and donation funds information will show up in reporting the next day! **Reports refresh daily at 9:00 a.m. EST.**

To access reporting, use the following path: myWorkbench > Applications > Homer Fund > **The Homer Fund Reports.**

If you do not see **The Homer Fund Reports in your list of applications, please email Homer_Fund@homedepot.com to request access. (ASDS, HRG or salaried manager and above only)*



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