



Nonprofit Outreach Template

Hi (insert recipient name),

This is (Insert your name), at your local Home Depot store #XXXX. I manage our Team Depot program. If you are not familiar with Team Depot, we are The Home Depot's associate volunteer force and live our values through giving back and taking care of our community. **Would you be interested in partnering on a volunteer project with our organization?**

HIGH-LEVEL CAMPAIGN OVERVIEW

GOAL/SCOPE:

- **Goal:** Create a volunteerism project between (veteran nonprofit name) and Home Depot stores #XXXX.
- **Scope:** We would love to complete one of the following potential projects:
 - ⇒ Updating pet shelter facilities
 - ⇒ Veteran facility beautification
 - ⇒ Food bank remodeling
 - ⇒ Veteran cemetery cleanup
 - ⇒ Veteran yard cleanup/maintenance
 - ⇒ TBD (Create your own project)

FUNDING:

- Scope of work, funding and overall project approval is subject to review by The Home Depot Foundation. If approved, project budget should not exceed \$3,000.

RESPONSIBILITIES/TIMELINE:

- **Veteran nonprofit responsibilities:**
 - ⇒ Help identifying project scope
 - ⇒ Project date/time
 - ⇒ Recipient/organization bio
 - ⇒ W-9/insurance
- **Store/Captain Responsibilities:**
 - ⇒ Help identifying project scope
 - ⇒ Project date/time
 - ⇒ Volunteer recruitment
 - ⇒ Product delivery

NEXT STEPS:

- We would like to set up a **kickoff meeting**. Please send three **dates and times** that could work to meet over the next two weeks. A tentative agenda can consist of creating a basic scope of work, walkthrough date, and potential project date.