



# Project Site Visit

**GOAL:** To secure documents, build store quotes, and plan each project task

## DOCUMENTS TO COLLECT

- Liability insurance of nonprofit partner
- Federal tax exemption status 501(c) IRS determination letter
  - ⇒ EIN number must be on the document

## WALKTHROUGH STEPS

- Physically walk the proposed project site with your nonprofit partner. Go through each project task and complete the following:
  - ⇒ Create list of required tools (ie. hammers, drills, ladders, etc.)
  - ⇒ What tools does the nonprofit already have or can bring?
  - ⇒ What tools does The Home Depot need to purchase? (this goes on store quote)
  - ⇒ Build supply list for each project with nonprofit (ie. paint, soil, etc.)

## GENERAL PROJECT QUESTIONS

- Is there a storage location for the supplies? Or where should the deliveries be dropped off?
- Will each task be able to be completed within 3-4 hours?
- Will nonprofit provide volunteers?
  - ⇒ If so, how many volunteers?
- Where should volunteers park?
- Where are the restrooms?
- If the project requires water access, where is the water?
- Do we need to add Powerades to the store quote?
- Is there access to electricity? (if needed)
- Is the nonprofit providing lunch?
- Do we need to bring a first aid kit?

## FUNDING

- Funding will be determined by the store quote built during this site visit.