



Instructions

How To Use “Project in a Box” Documents

Important: You must save a copy of each template to edit

OUTREACH TEMPLATE

- **Purpose:** To be used for outreach to potential new nonprofit partners
- Fill out highlighted areas, including inserting store numbers where appropriate
- Delete parenthesis + remove highlighted after editing

PROJECT SITE VISIT CHECKLIST

- **Purpose:** To leave site visit with all documents + application questions answered
- **Read carefully! Not all general project questions may be applicable**

GRANT APPLICATION

- **Purpose:** To have application questions answered by the nonprofit during site walkthrough
- Print out a blank application and bring it to the site visit

PROJECT AID

- **Purpose:** Project ideas (for reference)
- If you are creating a service project based upon one of the attached project aids copy and paste responses into smart simple application

THANK YOU TEMPLATE

- **Purpose:** Send after the project to thank your veteran nonprofit partner
- Optional section highlighted in **blue** to include if you'd like to partner again with the veteran nonprofit

VIVA ENGAGE TEMPLATE

- **Purpose:** To recognize your project, associate volunteers, and veteran nonprofit partners on Viva Engage
- Please fill out the title, location, district and store numbers, a brief project description, and a favorite story or two from the day! Along with this info graphic, include some pictures in the post for everyone to see!
- Submit template as a photo along with photos from the day + tag your leadership team

BRAVO IDEAS

- **Purpose:** To recognize and appreciate associates that went above and beyond during the project
- These are just ideas for you to write out
- Feel free to get creative!