



Team UT-Battelle Project Guidelines

Team UT-Battelle is ORNL's designated platform for staff-led volunteering and community engagement efforts. Approved projects benefit from the Lab's resources to help promote activities, defray expenses, recruit volunteers, collect donations, and otherwise encourage employees to take part in ORNL's community engagement initiatives.

Requirements

Any support for staff-led volunteering, fundraising, or other community engagement activities that solicit employee awareness, participation, or donations should be detailed in the [Team UT-Battelle application form](#) and emailed to community@ornl.gov for approval by the Team UT-Battelle advisory committee no fewer than 30 days prior to any activity taking place.

Qualifications

Team UT-Battelle assistance is intended to support projects that involve groups of employees in activities that benefit East Tennessee nonprofits. Projects must appropriately reflect ORNL's mission and corporate identity and should broadly support one of five categories of service: (1) civic/cultural, (2) economic development, (3) public awareness, (4) STEM education, or (5) volunteerism. Activities that support religious platforms, political affiliations, or public protests are prohibited.

Expectations

Projects are expected to acknowledge Team UT-Battelle support in any promotional messaging or materials and to appropriately represent Team UT-Battelle in the community. Employees are reminded that they are personally representing ORNL and should participate with the highest level of professionalism.

Additional expectations may be outlined by the committee, such as wearing complimentary Team UT-Battelle t-shirts or capturing event photos for publicity.

Starting or renewing a project

ORNL employees may decide to lead (or "captain") a qualifying project and request a Team UT-Battelle endorsement by submitting the required [Team UT-Battelle application form](#) to community@ornl.gov. Thirty-day notice is required. Approval is valid for only a specified, one-time activity. Annual or recurring projects require an endorsement for each instance.

Getting funding

The project captains may also request funding up to \$500 to defray incidental costs of employee participation and/or other expenses approved by the committee (e.g., materials, food, registration).

Promoting an activity

Team UT-Battelle can help with ORNL Today announcements, emails, posters, SCALAs, and other communications to promote projects. Team UT-Battelle approval is required on all project-related communications.

Let us know how we can support your project. Contact community@ornl.gov.