



# Team UT-Battelle Project Request Form

## Section A: Details & Contact Information

Today's Date: \_\_\_ / \_\_\_ / \_\_\_\_

Organization Name: \_\_\_\_\_

Check payable To: \_\_\_\_\_ Name of check recipient: \_\_\_\_\_ Local org address: \_\_\_\_\_

**Project Description:** (please attach a separate document if your description exceeds space allowed)

Project Date: \_\_\_ / \_\_\_ / \_\_\_\_

Name of Project Captain: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Category (please select one category that best fits this project):**

- Civic/Cultural
- Economic Development
- Public Awareness
- STEM Education
- Volunteerism

By signing this form, project captain(s) acknowledge and agree to follow [Team UT-Battelle Guidelines](#):

\_\_\_\_\_  
*Captain Signature*

## Section B: Funding Request

*Captain may request funding up to \$500 to be applied toward incidental expenses associated with employee participation in this event.*

Amount Requested: \$ \_\_\_\_\_

**Please outline the specific use of funds being requested:**

## Section C: Communications Support

- 1) Would you like internal communications support for this event?  Yes /  No
- 2) Would you like this activity posted on Volunteer East Tennessee to boost participation?  Yes /  No
- 3) Would you like to request Team UTB t-shirts for this event?  Yes /  No (Qty and sizes may be limited)
- 4) Should this project be considered for Rally Rewards?  Yes /  No

Completed forms should be sent to Team UT-Battelle at [community@ornl.gov](mailto:community@ornl.gov) or by clicking the "Submit Form" button below. For additional information refer to [Team UT-Battelle Guidelines](#) or contact [community@ornl.gov](mailto:community@ornl.gov).

## Submit Form

## Section D: To be completed by Team UT-Battelle designee only

Date Request Received ___ / ___ / ____	Received by: _____
Comments: _____	
_____	