



Team UT-Battelle Project Request Form

Section A: Details & Contact Information

Today's Date: ___ / ___ / ____

Organization Name: _____

Project Description: _____

Project Date: ___ / ___ / ____

Name of Project Captain: _____
Email address: _____
Phone number: _____

Name of Project Co-captain: _____
(if applicable)
Email address: _____
Phone number: _____

Category (please select a 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

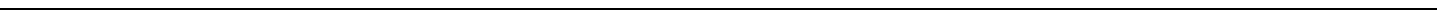
Co-Captain Signature

Section B: Funding Request

Captain(s) 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
- 4) Should this project be considered for Rally Rewards? Yes / No

Completed forms should be sent to Team UT-Battelle at 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.

Submit Form

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

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