Team UT-Battelle Project Guidelines

Team UT-Battelle is the Lab's designated avenue 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 the Lab's community engagement mission.

Learn about Team UT-Battelle resources below.

Requirements

Any staff-led volunteering, fundraising, or other community engagement activities that solicit employee awareness, participation, or donations should be directed to Team UT-Battelle's advisory committee for endorsement prior to internal promotion of any kind.

Qualifications

Team UT-Battelle support is intended for projects that involve groups of employees in activities that benefit the Lab's external communities. Projects must appropriately reflect ORNL's mission and corporate identity and should broadly support one of four categories of service: **arts and culture**, **civic and community**, **education**, and **health and human services**.

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

How to—

Start or renew a project

ORNL employees may apply to lead (or "captain") a qualifying project and request Team UT-Battelle endorsement by submitting the required form to community@ornl.gov.

A 60-day notice is requested.

Approval is only valid for a specified, one-time activity. Annual or recurring projects require an endorsement for each instance.

Get funding

Project captains may request funding up to $500 to defray the incidental costs of employee participation, including registration fees, tools and equipment, offsite printing, and other material costs approved by the committee, by submitting the required form to community@ornl.gov.

Team UT-Battelle funding contributions are intended to support and promote employee-led activities, rather than organizations, and should be applied toward the costs of participation for a group of **five or more** employees.

Promote an activity

Team UT-Battelle can help with *ORNL Today* announcements, emails, posters, SCALAs, and other communications to promote projects. Contact community@ornl.gov to discuss planned or potential communications.

Team UT-Battelle approval is required on all project-related communications.

Get help

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