

**ROLES & RESPONSIBILITIES**  
**Delivery Point of Contact**  
**2004**

- Contact the PNNL **Organization** contact by 12/2 to request name, phone number and address of the agency representative you need to contact in order to schedule delivery date and time. Communicate this contact information to the Project Directors for the project file. (NOTE: PNNL Organization contact will contact the agency in advance to inform them that you will be contacting them to make delivery arrangements).
- Contact the organization by 12/6 to arrange delivery date and time. Actual delivery date to the non-profit agency is based on delivery person, organization schedule and time you pick up donations.
- Pickup donations at UHF/Room 1130 on Saturday, 12/11 between 10:30 AM and 12:00 NOON (for alternative arrangements, contact the Project Directors).
  - **BEFORE you load up any donations, you MUST sign in with the Project Directors.** At the time of pick up, you will also receive from the Project Directors any monetary donations, gift certificates, etc.
  - Load up the donations for your organization. **Sign out with the Project Directors AFTER you load your vehicle to ensure you have everything to deliver.** Project Directors will be available on the day of pickup.
  - Work with the PNNL Organization POC if large vehicle is needed to transport items.
- Deliver donations to the organization. If approved by the organization, take photos at the time of delivery for project records and possible use on the project website. Forward electronic or original photos to the Project Directors.
- Keep a record of the hours you have volunteered towards this project and report hours to the project directors at the end of each month.

Co-Project Directors of For the Love of Giving:

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