

PNNL Organization POC

- Make the initial contact with the organization.
- Tell the organization what the program is about.
- Request a list of items needed for that organization.
- Submit list/request no later than October 26, 2004. Make a copy of the list and send the list to the Project Directors via FAX, email or plant mail.
- Contact your organization by 12/2 to give them advance notice that a volunteer for this project will be contacting them to make delivery arrangements. (NOTE: The PNNL Delivery contact will contact you by 12/2 to request name, phone number and address of the agency representative they need to contact in order to schedule delivery date and time).
- Assist the PNNL Delivery contact as needed.
- If you have questions you can't answer, forward them to the Project Directors via Email at [^PNNL For the Love of Giving \(fortheloveofgiving@pnl.gov\)](mailto:fortheloveofgiving@pnl.gov).
- Document who you work with for the project records – forward this information to the Project Directors by FAX, email, or plant mail.
- Stay in contact with the organization.
- Keep the organization informed on how things are going.
- Keep a record of the hours you have volunteered towards this project and report these hours to the project directors at the end of each month.

Co-Project Directors of For the Love of Giving:

Project Co-Directors:

	Office Phone:	Fax:	Mail Stop:
Teresa Schlotman	376-3206	373-6001	P7-27
Kerry Cullerton	376-3652	376-2057	J1-24
Diana Bellofatto	376-3905	376-5021	P7-07

Email at [^PNNL For the Love of Giving \(fortheloveofgiving@pnl.gov\)](mailto:fortheloveofgiving@pnl.gov)