

Care Abounds in Communities® Activity Planning Checklist

Thrivent Financial for Lutherans members touch millions of lives each year by volunteering with their local Thrivent chapters through the Care Abounds in Communities® program. This checklist is designed to help you identify, organize, plan and implement your Care Abounds in Communities® activity.

1. Get Started

- Identify a need.** Is there a cause, person or family in your community you'd like to help? By working with a Thrivent chapter, you can make an even bigger difference!
- Form a team.** To qualify as a Care Abounds in Communities® activity, find a team of at least six Thrivent Financial members (each from different households) who want to help in planning, organizing and/or conducting an activity.
- Choose the way you'd like to help.** Depending on the needs of your recipient, your team may decide to hold a fundraiser or provide what we call "hands-on service," such as painting a house or preparing meals. See examples below of popular ideas.

Note: While the predominant use of Care Abounds in Communities program funds must be used for charitable activities, chapters may also use Care Abounds in Communities program funds to bring members together for educational and member social activities. Contact your chapter leadership board for details.

Activity Ideas

Fundraisers

Garage sale
Car wash
Carnival for kids
Bake sale
Benefit dinner/concert
Old-fashioned taffy pull
Used book sale
Gift basket
silent auction

Hands-on service

Assemble emergency kits
Paint a house
Build a wheelchair ramp
Prepare a meal for those in need
Do repairs
Build shelves, sort food for a food pantry
Clean a park

2. Develop a Plan

- Determine goals.** Consider these questions before requesting approval and funds:
 - What is the need of the recipient?
 - How much time is needed to plan the activity?
 - When will the activity take place?
 - How many will be involved in planning the activity?
 - How many hours will be spent planning and organizing the activity?
 - How much do we want to raise, or how much is needed to purchase materials?
 - How can we promote the activity?
 - Who will we invite? How many will come to the activity?
- Complete the *Request for Funding form**** and submit it to the chapter leadership board for approval.
- Plan the activity.** If you need help, ask your chapter leadership board for tips or people you can ask. Remember to keep track of all hours people spend planning and organizing the activity.
- Have recipient sign *Permission to Disclose Information form**.** If you are helping a family or individual, they must sign the permission form so the chapter and service team can disclose and/or publish recipient information for the activity (i.e. posters, bulletin inserts, etc.).
- Get the word out.** Activities must be promoted as a Thrivent Financial for Lutherans chapter-hosted activity (e.g., hosted by members of the ABC Chapter of Thrivent Financial for Lutherans, hosted by the ABC Chapter of Thrivent Financial for Lutherans). See the Visibility Toolkit at www.thrivent.com/visibility for ideas to publicize your activity to raise more money, recruit more volunteers and get more people to attend. See the back of this page for wording your team can use to identify itself in publicity materials.

*Forms are located at www.thrivent.com/chapters/volunteer/forms.html

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3. Do It! Here's where it all happens—it's time to hold the activity you've been planning!

- Ask for and save receipts** for activity-related expenses (e.g., receipts for supplies used to do a hands-on service activity).
- Track volunteer hours.** Remind those working at the activity to keep track of their hours.
- Track attendance.** An optional *Attendance Sheet* form* is available.
- If you are doing a fundraiser:**
 - **Checks must be made payable to the Thrivent chapter and deposited into the chapter's checking account.** This provides proof that the funds were raised at an activity hosted by the community service team.
 - **Complete a *Donation* form* if needed.** Special reporting is required for individual donations of \$250 or more.
- Provide *Receipt/Written Acknowledgement* form* if needed.** Individual contributions of \$250 or more are deductible only if the chapter provides a written acknowledgement to the contributor (individual).

Sample wording to identify service teams as you publicize your activity:

"Trinity Lutheran Service Team, Dane County Chapter of Thrivent Financial for Lutherans."

"Dane County Chapter of Thrivent Financial for Lutherans is [hosting/co-hosting] the activity."

"Members of the Dane County Chapter of Thrivent Financial for Lutherans are [hosting/co-hosting] the activity."

"Additional funding provided by the Dane County Chapter of Thrivent Financial for Lutherans."

4. Report, Recognize and Celebrate!

- For a fundraiser, send net funds raised to the chapter leadership board for deposit into the chapter checking account.** Cash donations should be taken to a bank and a cashier's check or personal check made out to the chapter for the total amount of cash donation.
- If you cohost a fundraising activity with another group or organization, only deposit your team's fair share of net funds. All of these funds will be paid to the designated payee. (Fair share means the appropriate portion of funds raised by the chapter service team if another organization was involved.) Provide the cohosting brochure* to the cohosting organization.
- Complete the *Activity Results Reporting* form*.** Submit it to the chapter leadership board to receive Care Abounds in Communities® funding.
- Submit all receipts or copies of receipts** to the chapter leadership board.
- Share your story.** Help us tell the story about the good things Thrivent Financial members are doing. Go to the Submit Your Story page on Thrivent.com (www.thrivent.com/stories) to fill out a very simple online form about your story. We may contact you in the future to get more details if we share the story in our communications.
- It's a great idea to THANK and RECOGNIZE your volunteers, CELEBRATING a job well done that made a difference.** Send thank-you notes or emails to volunteers, or present them with recognition certificates available from the chapter leadership board.

If you have questions about your Care Abounds in Communities® activity, please contact your chapter leadership board.

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