

## **Donation(s) worth \$250 or more**

### **Record of donation**

As a not-for-profit organization, special reporting is required if the service team accepted donations. Information about each item or freewill offering of \$250 or more, which are given by a donor who receives nothing of value in return, must be recorded on the form on **page 2** below. Complete the information for each donated item and return the completed form to your chapter leadership team along with all receipts related to the activity.

### **Written acknowledgement of donation**

An individual donor cannot claim a tax deduction for any single contribution of \$250 or more unless the donor obtains a written acknowledgement of the contribution from the recipient organization. Please provide the donor a written acknowledgement similar to the one on **page three** below. You can use the sample written acknowledgement letter provided or create one of your own. Letters, postcards or computer-generated forms (e-mail) are acceptable as long as all the information shown is provided.

Please note, corporations (nonindividuals) cannot deduct contributions (cash or other property) made to fraternal benefit societies/chapters for fund-raisers or other purposes. Please see the CHapter Information Place (CHIP) on our Website for additional information.

### **Prizes awarded with a value of \$600 or more require a W-9**

An individual winning a prize valued at \$600 or more as part of a giveaway or raffle must complete a W-9. If you are having a raffle or giveaway with a prize that is valued at \$600 or more, please see CHIP (CHapter Information Place). You will find CHIP under Chapter Resources in the Members Only section of [www.Thrivent.com](http://www.Thrivent.com) or contact the Fraternal Service Center (800-236-3736) prior to the event to obtain the proper forms to have completed when the prize is presented. Forms are also available on the IRS Website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. W9 forms should be forwarded to your chapter Financial Director with the proceeds from your fund-raiser, the completed donation tracking form and any receipts from the event.

## Donation(s) worth \$250 or more

**Print this page and complete as needed to record donated item(s).**

Chapter name: \_\_\_\_\_

Activity name: \_\_\_\_\_ Activity date: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

1. Description of item or freewill offering	2. Date item was received	3. Item's current retail value \$ (must be \$250 or more)	4. Donor Name and address	5. Donation purpose a)religious b)charitable c)scientific d)literary/educational e)prevention of cruelty to children or animals
<b>Total</b>		\$		

**Return the completed form to your chapter leadership board along with activity receipts.**



Dear \_\_\_\_\_

Thank you for your donation!

\_\_\_\_\_ Chapter of Thrivent Financial for Lutherans would like to thank you for your donation. Your donation may be able to be claimed as a tax deduction. Keep this written notice for your tax records.

Amount of cash donation (if any) \$ \_\_\_\_\_

Description of donated item

No goods or services were provided in exchange for your contribution.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ Chapter of Thrivent Financial for Lutherans