



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 (non-individuals) 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 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>. W-9 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.



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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
Total		\$		

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 freewill offering/donation (if any) \$ _____

Description of donated item(s)

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

Sincerely,

_____ Chapter of Thrivent Financial for Lutherans