



Reporting JOIN HANDS DAY Chapter Activities

Instruction guide for chapter leaders

It's easy to report JOIN HANDS DAY activities:

Before reporting the activity, remember to have the service team provide you with the completed **JOIN HANDS DAY Report Activity Results** form, with **receipts** for expenses.

Important: When reporting expenses, only include those expenses covered by the \$1,000 seed money. Do NOT include expenses covered by other sources (see Step 5 below).

- 1 Go to Thrivent.com>Members/Chapters>For Chapter Leaders. Click **Administration Menu** and log in.
- 2 In the Activity Tasks section, click **Go** next to the "Report Locally Supported Activity Results (e.g., **Join Hands Day**, meetings, elections, hands-on service and fund-raising activities, etc.)" task.
- 3 Select the category (either Local Fund-Raiser or Local Hands-on Service) for your activity using the dropdown arrow and click **Continue**. *Tip: Review the category descriptions for additional help in selecting a category.*
- 4 Select the activity type (either Join Hands Day Fund-Raiser or Join Hands Day Service) using the dropdown arrow and click **Continue**.
- 5 Type in the appropriate information. When finished, click **Save**.

Activity Tasks

- Request for Care Program Activity Funding (with or without pre-funding)
- Report Care Program Activity Results (fund-raising and hands-on service activities supported with Care Program Funds)
- Withdraw Activity
- Change Funding Request Amount
- Record/Update Donations
- Report Locally Supported Activity Results (e.g., **Join Hands Day**, meetings, elections, hands-on service and fund-raising activities, etc.) **200X** **Go**
- View Activities

(Press arrow for list) 200X Go

Select the category: (Press arrow for list) **Continue**

Not sure what category: (Press arrow for list)

Category	Description
Administrative	Regular chap coordinator t volunteer lea
Local Fund-Raiser	An activity, p members fro to suppleme
Local Hands-on Service	An activity, p members fro Care program

Reminder: When reporting "Total expenses incurred," only include those expenses covered by the \$1,000 seed money. The amount entered here should not be over \$1,000.

Total expenses incurred: (NOT supplemented)

- 6 A message will appear confirming that the report has been successfully submitted.

Important Reminders:

- ✓ See the **Key Dates and Reminders** document for important guidelines about the use of JOIN HANDS DAY seed money with other programs/activities.
- ✓ Prior to the activity, be aware that it is not necessary to submit an online Request for Funding as you would for a Care Abounds in Communities® activity. JOIN HANDS DAY seed money will already be in your chapter checking account.
- ✓ JOIN HANDS DAY activities must be reported by **July 31, 2008**.
- ✓ Any remaining JOIN HANDS DAY seed money not accounted for via activity reporting will be pulled from the chapter checking account on **August 11, 2008**.

Questions?

If you are not sure how to report the activity, please don't guess. Contact the Fraternal Service Center at **800-236-3736** or **fraternal@thrivent.com** and a customer service advocate will be happy to help you.