

Instructions for 2008 Midwest Flooding National Chapter Response

Thrivent Financial for Lutherans has committed \$250,000 to support our members in their response to help those affected by the 2008 Midwest Floods. For every \$2 raised by chapter service teams for disaster response, Thrivent Financial will provide an additional \$1, up to the \$250,000. With the help of our chapters and members, the total response could result in more than \$750,000 to support the recovery efforts! All funds will go to Lutheran Disaster Response and WELS Committee on Relief exclusively for assisting with needs resulting from the floods.

Guidelines and processes for the National Chapter Response

1. Plan, Organize, and Conduct a Fund-raiser

Members from six or more different Thrivent Financial member households form a service team to plan, organize and conduct a fundraiser. No activity pre-approval is required by the chapter for the fund-raising activity. Eligible fundraisers do include freewill offerings, collections, and appeals.

All donor checks should be made payable to the local Thrivent chapter.

Reminder: As with any fund-raising activity, the chapter or service team should issue an [acknowledgment of donation received](#) to those who contribute.

TIP: Remember to keep track of all volunteer hours, expenses (save all receipts for expenses), attendance, and funds raised for the activity. You will need that as you report your activity results!

2. Report Results

- The **service team or chapter** completes the “2008 Midwest Flooding Chapter Response Report of Service Team Fund-raiser Activity Results” form; then submits the report, all funds raised and any receipts for expenses **to the chapter leadership board**.
- The **chapter** deposits these funds into its chapter checking account; then makes out on e check payable to: **Appleton Operations Chapter of Thrivent Financial**. In the memo line, include the notation: **2008 Midwest Flooding Response**.

Chapters should NOT report the results online. Thrivent Financial will do all reporting.

- The **chapter** mails the completed form, expense receipts and check to:

**Thrivent Financial for Lutherans
Attention: 2008 Midwest Flooding National Chapter Response
4321 N. Ballard Rd.
Appleton, WI 54919-0001**