

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. Getting 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. After you have the six members in place, recruit others to be a part of the team.
- Choose the way you'd like to help.** Depending on the needs of your recipient, your team may decide to hold a fund-raiser or provide what we call "hands-on service," such as painting a house or preparing meals. See examples below of popular ideas.

Activity ideas

Fund-raisers

- 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 and sort food for a food shelf
- Clean a park

2. Making 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 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.** 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 come. 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/members/volunteer/forms.html

Care Abounds in Communities® Activity Planning Checklist (continued)

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 fund-raiser:**
 - 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."
- "Supplemental funding provided by the Dane County Chapter of Thrivent Financial for Lutherans."

4. Report, Recognize & Celebrate!



- For a fund-raiser, 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 be made out to the chapter for the total amount of cash donation.

If you cohost the 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.)
- 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! Complete the *Volunteers In Action information Release form** (optional) and submit to Thrivent Financial for Lutherans, and we may 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 e-mails 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.

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