



THRIVENT ACTION TEAM

Project Planning Checklist

Thrivent Action Teams are designed to help Thrivent Financial members strengthen communities. Their purpose is to help others be wise with money and live generously.

1. Get Started!

- Identify the cause** and community you care about and get started.
- Build your team.** Many hands make light work, are more fun and have greater impact. Recruit a team of volunteers to help plan, organize and conduct your activity.
- Choose the way you'd like to help.** Depending on the need you've identified, your team may decide to:
 - Host an identity theft workshop or help parents plan for sending their kids to college.
 - Create a community garden, sew blankets for the homeless or organize a food drive.
 - Host a fundraiser for someone in need.

2. Develop a Plan

- Set goals.** Determine your goals and hold yourself accountable. Consider these questions before submitting your Thrivent Action Team application:
 - What is the need of the recipient?
 - What is the community impact?
 - How much time is needed to plan the project?
Note: In our experience, a minimum two-week lead time is necessary to make projects as successful as possible.
 - When will the project take place?
 - How much do we want to raise, or how much is needed to purchase the materials?
Note: Thrivent Action Team projects may receive up to \$250 to help purchase materials or cover other expenses to promote or execute the project or activity.
 - How will we promote the project?
 - Who will we invite? How many will come?

Get the word out! Visit Thrivent.com/actionteam. On the Resource page go to "Getting More People Involved" for tips to help you approach others about joining your team.

Track expenses. It's important to know how the money you received is spent. We recommend saving receipts in case we have a question about a charge.

3. Take Action! Here's where all the fun happens—it's time to hold the event you've been planning!

- Take care of the team.** Consider bringing refreshments for the volunteer team.
- Have fun!** Look around and smile as you observe the generosity of your team of volunteers and see firsthand the impact you're making.
- Track your impact.** We can't wait to hear about the participation you had, the hours spent in service, the lives improved, or the success of your fundraiser.

4. Celebrate and Share

- Celebrate** the difference you made in your community.
- Share your story.** Remember to visit Thrivent.com/actionteam to share your Thrivent Action Team story within two weeks of your project completion.
- Thank your volunteers** in person or with thank-you cards, if you chose to have them included in your Thrivent Action Kit.
- Review the sign-in sheet** from your project. Some participants may have selected "I'd like to learn more about membership. Have a financial representative connect with me." Share this interest with your financial representative.

Visit Thrivent.com/actionteam to learn more!