

HABITAT AND THRIVENT FAITH BUILDS

Milestone Tutorial – 2020 Program Year

January 2020



Partners in building better futures



THRIVENT®

[Link to Milestone Tutorial
Video Recording](#)

WHAT WE'LL COVER IN THIS TUTORIAL

- Review program requirements
- Walk through the Project Status Report
- Overview of Milestones
- Review available resources

FAITH BUILDS AFFILIATE PROGRAM REQUIREMENTS

1. Maintain Good Standing
2. Complete timely monthly reporting
3. Submit volunteer names every two weeks
4. Manage your Milestone deadlines
5. Complete home build by December 31, 2020

Resource: [2020 Thrivent Faith Builds Affiliate Requirements, Term and Conditions](#)

MONTHLY PROJECT STATUS REPORT (PSR)

PSR OVERVIEW

- Monthly reports due by 20th of each month
- First report due March 1, 2020
- Build Progress: Congregational Engagement due August 1, 2020
 - Continue to update throughout Build

Resources:

[Affiliate Guide to Monthly Project Status Report](#)

[Affiliate Monthly Project Status Report App](#)


PSR LOG IN

AFFILIATE PROJECT STATUS REPORT

Complete this form by the 20th of each month until the home is complete. The data submitted will be directly entered into the Thrivent system and update the project status.

All fields required

Affiliate Fund Code (AFC): 

House ID: 

CONTINUE

MILESTONE 1

Auto-Fill

MILESTONE ONE

Refer to the [Milestones and Accessing Funds Quick Reference Guide \(PDF\)](#) for detailed descriptions and requirements.

Readiness Milestone One (Part 1) Deadline: March 1, 2020

Signed House Sponsorship Agreement: 10/16/2019

Certificate of Insurance: 10/25/2019

Readiness Milestone One (Part 2)

Volunteer Names must be submitted within 14 days of each build day.

Refer to [Affiliate Guide to Submitting Names \(PDF\)](#) for instructions.

Access the [Names Submission Activity Log](#) webpage if all volunteer names have not been submitted.

Date Volunteer Names Received:

Date Milestone One Approved:

Date Payment Request Submitted:

COMMENTS SECTIONS

—

BUILD DELAYED / BUILD AT RISK

* Is the Build Delayed or At Risk of Not Being Completed by December 31, 2020

Yes No

Reason for delay/risk and how it is being resolved:

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FUNDRAISING & VOLUNTEERS

Refer to the [Affiliate Guide to Submitting Names \(PDF\)](#) for information on tracking [volunteers](#).

Year To Date (YTD) Generosity Challenge Total:



Format: whole dollar amount

Generosity Challenge Comments:

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YTD Total Volunteers: 

YTD Thrivent Members: 

YTD Volunteer Hours: 

BUILD PROGRESS


March 1, 2020 = Planned Dates

BUILD PROGRESS

Enter Planned Dates by March 1, 2020 and revise if delays occur. Enter Actual Dates as progress is made toward home completion.

Groundbreaking or Wall-Raising

Planned Date:

Format: mm/dd/yyyy


Actual Date:

Format: mm/dd/yyyy

Construction – complete w/Certificate of Occupancy

Planned Date:

Format: mm/dd/yyyy


Actual Date:

Format: mm/dd/yyyy

Dedication

Planned Date:

Format: mm/dd/yyyy

Actual Date:

Format: mm/dd/yyyy

General Comments:

500 characters left

CONGREGATION ENGAGEMENT

Select “Yes”

Provide Zip Code

Select Search

Select from list

* Congregations involved with build?

Yes No

To select the congregations that are involved with your build, enter the Congregation ZIP Code, click "Search" then select your congregation from the Congregations dropdown.

Congregation ZIP Code:

Congregations:

-- Select --

CONGREGATION NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	REMOVE
No data available in table					

If your congregation isn't listed in the congregations dropdown ZIP code search results, [Add a new congregation >](#)

MILESTONE 2

Input

- House Cost
- Signature

Auto-Fill

- Date CO received


MILESTONE TWO

Milestone Two – Deadline: No later than January 15, 2021

Refer to the [Milestones and Accessing Funds Quick Reference Guide](#) for detailed descriptions and requirements.

Copy of Certificate of Occupancy dated prior to Dec. 31, 2020 must be sent to HFHI (thriventgrants@habitat.org):

Final Build Data

Total Actual House Cost: 

Format: whole dollar amount

I certify the information above is true and accurate. Signature of Executive Director or Board President (typed name acts as official signature).

* Name/Signature: 

Successful submission of this form will update the project status in the database and notify your ODC-T and other Thrivent Builds staff. As each milestone is met, this form will act as the official request for milestone funds payment on this home. Complete a separate form for each approved home.

CONTINUE

VOLUNTEER NAME SUBMISSION PROCESS

WHY DOES THRIVENT COLLECT VOLUNTEER NAMES?

- 1** By collecting Faith Builds volunteer information, we are able to demonstrate the impact we are making to our members and the community. As a fraternal organization, it is important Thrivent can share the impact its tax exempt dollars make in communities.
- 2** Thrivent envisions a world where Christians are more confident, content and living in service to one another, their churches and their communities. The Faith Builds program provides an authentic avenue to build relationships with churches, and through these relationships, volunteers will receive thank you emails from Thrivent after they participate.

THE INTENT OF THE NURTURE STRATEGY

The intent of Thrivent's nurture strategy will continue to cultivate authentic relationships with participants in the Habitat and Thrivent Partnership.

The goal of the nurture strategy is to expand the awareness of Thrivent's products and services offered and allow an opportunity for participants to raise their hand to learn more if they choose.

The nurture strategy is not intended to solicit or share volunteer information and volunteers have the opportunity to opt out at any time.

VOLUNTEER NAME COLLECTION

- Use Habitat and Thrivent Volunteer Sign-in Form
 - Volunteers on Build Site
 - Volunteers/Participants at Non-build Activities
 - Church events
 - Fund Raisers
 - Kick Off Breakfasts

HABITAT & THRIVENT VOLUNTEER SIGN-IN FORM HOUSE ID: _____

VOLUNTEER DATE: _____ HABITAT AFFILIATE 6-DIGIT CODE: _____
 HABITAT SUPERVISOR: _____ BUILD SITE ADDRESS: _____

Thrivent and its affiliates are collecting the information below. Individuals under age 18 should not be included. The identifying information you provide will allow Thrivent to contact you regarding this event or to share other news about Thrivent offerings. To learn more about the privacy of your information, visit thrivent.com/privacypolicy.

Photograph and publicity Release: Unless otherwise indicated, I, the volunteer, authorize Thrivent, Habitat for Humanity International, and the agents or affiliates of either of them, to use my name, image, and voice in any photographs, videos, or audio recordings created during my Habitat volunteering, for any purpose, commercial or otherwise, without compensation to me.

Please **CLEARLY PRINT** all information.

Legal First Name and Last Name	Complete mailing address including city, state, zip code	*REQUIRED FIELD Email address	Phone (including area code)	Time In Time Out	Don't use photo	First time volunteer	Name of my congregation
1.					<input type="checkbox"/>	<input type="checkbox"/>	
2.					<input type="checkbox"/>	<input type="checkbox"/>	
3.					<input type="checkbox"/>	<input type="checkbox"/>	
4.					<input type="checkbox"/>	<input type="checkbox"/>	

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VOLUNTEER NAME REPORTING

- Use Name Submission App to submit names
- Submit names within 14 days of volunteer date

Resources:

- [Affiliate Guide to Submitting Names](#)
- [Volunteer Sign In Form](#)
- [Name Submission Webpage \(App\)](#)

MILESTONES

MILESTONE ONE

- Part 1: Partnership documents – due November 30, 2019
 - Signed funding agreement
 - Insurance coverage – confirmed certificate of insurance
 - ACH Form (new or updated)
- Part 2: Volunteer and Church Engagement – due on or before August 1, 2020
 - Initial Volunteer Name Submission (through Name Submission App)
 - Church Partners (through PSR)
- Award Draw – 50%

MILESTONE TWO


1. Complete final volunteer name submissions
2. Send copy of Certificate of Occupancy dated no later than December 31, 2020 to US Grants (USGrants@habitat.org)
3. Submit final Project Status Report (Final Build Report)
 - Final build progress dates
 - Total actual house cost
4. Email the completed and signed Congregational Commitment Summary to your ODC-T and Community Engagement Leader

Due No Later than January 15, 2021

- Award Draw – 50%

CONGREGATIONAL COMMITMENT SUMMARY

- Use this form to demonstrate and track Church commitment throughout the Faith Builds.
 - Volunteers
 - Financial Commitment
 - Gifts in Kind
- Part of final Milestone requirements



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FAITH BUILDS CONGREGATIONAL COMMITMENT SUMMARY

Affiliate Name: Affiliate Number:

Property Address:

Faith Builds Generosity Challenge:

The Congregational Commitment Summary is intended to demonstrate church commitment toward the funding goal. This form is part of Milestone Two of the Faith Builds Terms and Conditions and is to be completed by a representative from the affiliate office. The Community Engagement Leader is to send the signed form to the following HPHI Organizational Development Consultants:

[Nancy D'averio](#) [James Chaffin](#)

DONATIONS			
Church Name	Funds	Pledged	
		Estimated Value	Actual Value
<input type="text"/>			
<input type="text"/>			
Volunteer Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No		\$0	\$0

Church Name	Funds	Pledged	
		Estimated Value	Actual Value
<input type="text"/>			
<input type="text"/>			
Volunteer Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No		\$0	\$0

Church Name	Funds	Pledged	
		Estimated Value	Actual Value
<input type="text"/>			
<input type="text"/>			
Volunteer Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No		\$0	\$0

Church Name	Funds	Pledged	
		Estimated Value	Actual Value
<input type="text"/>			
<input type="text"/>			
Volunteer Commitment <input type="checkbox"/> Yes <input type="checkbox"/> No		\$0	\$0

MILESTONE RESOURCE

- [Milestones & Accessing Funds Quick Reference Guide – 2020 Faith Builds version \(PDF\)](#)
- [Congregational Commitment Summary Form \(Excel\)](#)

TIPS TO ENSURE EFFECTIVE REPORTING AND MILESTONE MANAGEMENT

Communication

1. Designate your affiliate's Faith Builds contact person
2. Communicate with your Organizational Development Consultant (ODC) regarding
 - Staff / contact changes
 - Construction concerns and delays
 - Build address change
 - Completion of Milestone One part 2 and Milestone Two
3. Communicate regularly with your Thrivent Community Engagement Leader – keep them updated

WE'RE HERE IF YOU NEED US

Important Contacts:

Organizational Development Consultants

[Nancy Daverio](#)

[James Chaffin](#)

[Habitat and Thrivent Partnership Team Mailbox](#)

Resources:

- You'll find valuable resources for reporting and milestones on our [Resources Page](#)

THANK YOU!

