HABITAT AND THRIVENT FAITH BUILDS

Milestone Tutorial – 2020 Program Year

January 2020

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
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 NamesReceived:
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:

500 characters left
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:

500 characters left

YTD Total Volunteers: 46

YTD Thrivent Members: 0

YTD Volunteer Hours: 344
**BUILD PROGRESS**

March 1, 2020 = Planned Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Planned Date</th>
<th>Actual Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groundbreaking or Wall-Raising</td>
<td>03/04/2020</td>
<td></td>
</tr>
<tr>
<td>Construction – complete w/Certificate of Occupancy</td>
<td>05/19/2020</td>
<td></td>
</tr>
<tr>
<td>Dedication</td>
<td>05/24/2020</td>
<td></td>
</tr>
</tbody>
</table>

*General Comments:*  

500 characters left
CONGREGATION ENGAGEMENT

Select “Yes”
Provide Zip Code
Select Search
Select from list
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 (thiventgrants@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 Breakfats
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
MILESTONE RESOURCE

- 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!