



Partners in building better futures



Affiliate Guide to Submitting Volunteer Names and Addresses to Habitat and Thrivent Partnership

Thrivent Financial continuously strives to improve its programs and provide opportunities for volunteers to make a difference in their local communities, across the nation and throughout the world.

To understand how Habitat and Thrivent Partnership volunteers perceive Thrivent and ensure it is being the best steward of members' money, Thrivent surveys a sampling of those who have volunteered on project sites. These phone surveys allow Thrivent to gauge the thoughts and feelings of volunteers and gather data to measure the value of our programs. All volunteers may also be contacted to thank them for their efforts.

Each affiliate participating in the Habitat and Thrivent Partnership must submit the names and addresses of those who have volunteered on project sites within fourteen (14) days, OR LESS, until the project is complete.

Important: Thrivent takes very seriously the privacy and security of its members and volunteers. Data must be electronically submitted through this secured website:

<https://service.thrivent.com/webappslv/ThriventBuilds/Activity/NameSubmission>

Submit volunteer data within fourteen (14) days of the activity, OR LESS, for all project days:

- When a Habitat and Thrivent Partnership project is approved for your Affiliate, the project's address appears in the online form displayed on page 2.
- Select your Affiliate state and name from the first two drop-downs, then select the specific project in the House Master ID drop-down.
- Enter the required data in the online form and click "Send" or "Send and Repeat". Names of volunteers under the age of 18 should not be submitted.
- Data is securely submitted and the online form refreshes to enter additional names for the same project and volunteer date – or you may select a different volunteer date or project.

Thank you very much for your assistance and cooperation! If you have questions or need assistance, please contact:

For Habitat Questions:

Habitat for Humanity Affiliate Support Center
877-434-4435 or thriventbuilds@habitat.org

For Thrivent Financial Questions:

Thrivent Member Connection Center
800-THRIVENT (847-4836) then say
'Fraternal' or thriventbuilds@thrivent.com

THRIVENT BUILDS ACTIVITY LOG

* Indicates required field

Location Information

* Affiliate State:

Select Affiliate State *Select State first.*

* Affiliate:

Select Affiliate *Select Affiliate second.*

* House Master ID:

Select House Master ID

Select the address of your Habitat and Thrivent Partnership project from this drop-down

* Activity Date:



Use the calendar date icon to select the volunteer date. Change date as needed.

Format: mm/dd/yyyy

Individual Volunteer's Information

* First Name:

Enter only one person's name.

Enter only one person's name here.

* Last Name:

Email:

If unknown, leave blank.

Format: email@example.com

Phone Number:

If unknown, leave blank.

Format: xxx-xxx-xxxx

* Address:

If address unknown, do not submit volunteer name.

Address 2:

* City:

* State:

Select State *Autofilled; change as needed.*

ZIP Code:

Verify the information you entered for accuracy before selecting "Send." It is not possible to go back and correct a record after submitting it.

SEND

Use this button to submit one person's volunteer activity.

SEND AND REPEAT



Send and Repeat

Use this button to submit names and information for a volunteer who has worked more than one activity date in the same two-week reporting period. The screen refreshes and retains the Location Information and Individual Volunteer's Information. Then change the Activity Date and click Send and Repeat to submit the same volunteer's information for a different date.

DATA ENTRY TIPS:

Enter only one person's name in First Name. Full first names should be entered instead of nicknames (Thomas instead of Tom, Edward instead of Ed, etc.), if known.

Enter only the person's home address. If a street address or city is unknown, do not enter "unknown", "none" or "n/a". Do not submit the volunteer's name without a full address because it cannot be used.

1. After opening the [webpage](#), save it as one of your Favorites for quick future access.
2. Required entries are shown with an asterisk (*).
3. In the **Location Information** section:
 - a. First, click the drop-down arrow for "Affiliate State" and select your state.
 - b. Next, click the drop-down arrow for "Affiliate" and select your affiliate name.
 - c. Click the drop-down arrow for "House Master ID" and select the specific house for which you will be submitting volunteer information. Each house is assigned a unique ID.
 - d. Click on the Calendar date icon for "Activity Date" and select the date people volunteered. The Activity Date selected will remain the same for each subsequent name you submit, until you change the date.
4. In the **Individual Volunteer's Information** section, enter the remaining fields. These are displayed in the same order as the [Volunteer Sign-In Form](#) to streamline data entry.
 - a. In the "First Name" field, enter the full first name of **only one person**. If possible, do not enter nicknames (e.g., Tom instead of Thomas, Ed instead of Edward, etc.).
 - b. The "Address" field must contain an actual street address. Entries such as "unknown", "illegible", "unreadable", "none" or "n/a" are not acceptable addresses. **If addresses are unavailable, do not enter the volunteer's information because it cannot be used.**
 - c. The "State" field is auto-filled when you first select your Affiliate State in the Location Information section. You may change the State field if a volunteer resides in another state.
5. **Before clicking the Send button**, review the information you entered on the screen for accuracy. It is not possible to go back to correct a record after you have clicked the Send button.
6. When you have finished entering and reviewing a volunteer's information on screen, click the **Send** button. This process automatically transfers the information you entered directly into a secure database. The webpage refreshes and a **confirmation message appears**. The individual volunteer information is also cleared from the form allowing you to change the Activity Date (if needed) and enter the next volunteer's information.
7. **Send and Repeat!** If someone volunteered more than once in the same two-week reporting period, enter their data and click **Send and Repeat**. This button submits the data directly into a secure database and the webpage refreshes with the person's name and all required fields pre-filled. Then change the Activity Date and click **Send and Repeat** to enter another activity date for the same person **or click Send** to transfer the data and enter a new volunteer's information.
8. When you have completed entering all volunteers, click the **Send** button on your last record, and then close your browser window to exit the system.