Each Habitat Affiliate participating in the Habitat and Thrivent Partnership must submit the name, address, and email of all volunteers within fourteen (14) days or less of their activity.

Thrivent collects this volunteer information so we can measure the outcomes of our activities and report on the community impact and volunteer activation our partnership provides.

Thrivent will send volunteers Thank You emails, once a week for 4 weeks, after their volunteer activity. Those who volunteer regularly will not receive duplicate emails. After the 4-week period, volunteers will continue to receive once-a-month emails providing education about Thrivent and give them a chance to learn more. Any volunteer can opt-out of these emails at any time.

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

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

Instructions for submitting volunteer information:

- As shown in Figure 1 below, enter your Affiliate Fund Code (AFC) and House ID. Then click the “Continue” button. This will auto populate your project address.

- As shown in Figure 2 below, input or select the “Activity Date” for the activity you are entering volunteer information for.

- Enter all the information the volunteer has provided with full name, physical address (no PO BOX), and email being required fields. Do not enter information in the required fields with text such as “unknown” or “n/a”. Simply do not enter or submit volunteer information that does not contain the three required fields. Note: Information for volunteers under the age of 18 should not be submitted.

- Click “Send” or “Send and Repeat” for each individual volunteer. Note: You can’t go back and edit entries after they are submitted.
  - “Send” for volunteers you only want to enter once.
  - “Send and Repeat” for volunteers you want to submit for multiple days. Volunteer information will be retained in the form and you can submit their information for multiple days by just changing the “Activity Date”.

- Volunteer information is securely submitted. The online form refreshes to enter the next volunteer’s information for the same project and volunteer date. Repeat the process until you have submitted all volunteer information and you may then close your browser window.

Thank you very much for your assistance and cooperation!

Questions? Email Habitat-Thrivent Partnership: habitat-thrivent@thrivent.com
Figure 1:

![Habitat & Thrivent Partnership Volunteer Log](image1)

Figure 2:

![Habitat & Thrivent Partnership Volunteer Log](image2)
### FAQ for Volunteer Information Submission:

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Why is Thrivent collecting volunteer information?</td>
<td>Volunteer information will be used to thank volunteers for working on a partnership project site or going on a Habitat and Thrivent Worldwide trip, invite them to appreciation events and other activities, share with them future opportunities for involvement, and further educate them about Thrivent. Volunteer information will not be shared outside of Thrivent and the safety and security of their information will always remain a top priority. Information for volunteers under the age of 18 should not be submitted.</td>
</tr>
<tr>
<td>2. Why does Thrivent need to collect volunteer information?</td>
<td>In addition to the reasons above, Thrivent must report to regulators that the money we invest in our charitable activity is making a real difference in the communities we serve. This is part of the requirement to retain our tax-exempt status. Being able to accurately report the number of people we engage in activities such as the Habitat and Thrivent Partnership is part of that.</td>
</tr>
<tr>
<td>3. What are the affiliates’ responsibilities and benefits of participating in this volunteer information submission process?</td>
<td>All Habitat affiliates in the Habitat and Thrivent Partnership agree to participate in the volunteer information submission process by signing their project agreement. There are legitimate needs the Habitat and Thrivent Partnership addresses for Thrivent, and tracking participation allows our partnership to prove its worth and continue its investment into the future.</td>
</tr>
<tr>
<td>4. What if the affiliate has more than one Habitat and Thrivent Partnership project?</td>
<td>Make sure you are entering the volunteer information for the correct project. Each approved project has its own “House ID” that will be used to log-in to the volunteer information submission website.</td>
</tr>
<tr>
<td>5. How do I know if the volunteer information was received?</td>
<td>When you click the Send or Send and Repeat button the first time, the web form on your screen will refresh and a “successfully reported” message appears in green text at the top of the page. You can continue submitting additional names. Each time the Send or Send and Repeat button is clicked, the information is written directly to a secure database for overnight processing. Close your browser after you submit the last volunteer’s information in your reporting session.</td>
</tr>
</tbody>
</table>