

# Thrivent Action Team Instructions

## **What is an Action Team**

If you are a Thrivent policy holder you have 2 opportunities to receive \$250 in “Seed Money” for a project. The money can be used for a fundraiser, service activity or for education (sharing knowledge on a topic). In order to receive the money you have to go online to apply. A project must be completed within 90 days of the application. After the project is complete you must go online and complete a simple report on the project.

Once approved, within 5 days, you will be mailed an information packet which includes a \$250 Visa “Community Project Card.” When completing the application you can order up to 25 “Live Generously” t-shirts and other resources. There is a lot of good information on the website about the process and how it works. Following are instructions and where to find the information.

## **How to Apply**

- Login to your online Thrivent Account – [thrivent.com](http://thrivent.com)
  - Click the tab - Making a Difference
  - Click on Thrivent Action Teams from the list
  - Click on Start a Thrivent Action Team Project (on the right side below the picture)
  - On this screen you can scroll down to find a lot of information. There is a program overview video and project application tips.
  - Click on Apply Now
  - Choose Begin Project Application
- As you work on the application it saves it. In the upper right of the application pages there are blue words that give you three choices that may be helpful as you go along - Need help, Cancel project application and Save & Complete Later. If you exit out of the application at any time, you can find it by going to the Making a Difference Tab, Thrivent Action Teams, Start an Application, scroll down to “Projects” and click on Current Projects and then on Continue Application.

## **Completing the Application**

- Enter the Project Date – mm/dd/yyyy  
This must be at least 21 days from the application date
  - Enter a name for your project
  - Click on Save & Continue
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- Choose the type of project:

- Fundraiser – raise funds to benefit an organization, individual/family or cause
- Service Activity – donation of time or supplies to complete a helpful deed, supply useful labor or provide general act of kindness
- Education – share knowledge on a topic
- Click on Save & Continue
- How Did You Hear about Thrivent Action Teams? – check the box(es) that applies
- Click on Save & Continue
- Tell Us About Your Project – What will you do? How will your volunteer team be involved? How will this project spread generosity in your community?

You have 2000 characters to describe the project. You don't have to use them all! Here are some examples:

- School Supply Drive - We will provide school supplies for a low income school in our community through donations from church members. The volunteer team will sort the donated supplies and deliver them to the school before school starts. This project benefits low-income students and their teachers by providing them with needed school supplies.
- Shower Curtain Replacement – We will replace shower curtains in 25 showers at Camp Lutherhaven. The team will hang shower curtains in cabins needing replacement as well as deep clean the floor of each shower. Sometimes community needs are big and obvious, sometimes they are simple but necessary. Replacing shower curtains fills a need at camp, helps the team see how addressing small needs can make a big difference, and takes some pressure off the camp's maintenance budget and staff time.
- This project will help with the costs of the Lutherhaven Ministries Boots & Pearls Fundraiser. The event raises funds for camperships for children to attend camp at reduced or no cost. The volunteer team will purchase silverware for the event, wash it and set the tables for the event. The project spreads generosity by reducing the cost associated with the event so that more of the money raised can be used to send children to camp where they can learn about God for the first time or strengthen their existing faith.
- Click on Save & Continue
- Tell us how you will use the seed money (\$250) to kick start your project.
  - Appropriate: project supplies, volunteer snacks, printing or promotion, other project expenses
  - Not Appropriate: directly using the seed money for your cause, purchase of gifts to your cause without an activity, gift cards
  - Examples:
    - School Supply Drive – The seed money will be used to purchase school supplies for students and for the classroom.

- Shower Curtain Replacement – The seed money will be used to purchase rings, shower curtains and potentially any rods that need replacement.
  - Picnic Bench Beautification – The seed money will be used to purchase sanding & paint or new lumber for picnic benches at Lutherhaven.
- Click on Save & Continue
- What cause(s) will be positively impacted by your project?  
Check the box(es) that apply. A few of the choices: aid sick, camps, health/wellness, religious, education, children/youth
- Click on Save & Continue
- Is this project associated with a church? Yes or No  
If “No” you are done with this page. If “Yes” a search box will come up
  - “Search” for the church by entering the name, city, state (for a city name like Coeur d’Alene you need to type without the apostrophe and insert a space between d & Alene or it will say “not found”)
  - Click on the appropriate name that is found in the search. If not found you can enter the information
  - Are you a member? Yes or No – FYI, it doesn’t matter if you aren’t a member
- Click on Save & Continue
- Is the project associated with a specific organization?
  - No organization will benefit (examples: a financial education workshop or a benefit for a family with medical needs)
  - Church – will automatically enter the church name if you answered Yes on “Is this project associated with a church”
  - An organization will benefit – you will have to:
    - “Search” for the organization by entering the name, city, state (for a city name like Coeur d’Alene you need to type without the apostrophe and insert a space between d & Alene or it will say “not found”)
    - Click on the appropriate name that is found in the search. If not found you can enter the information
- Click on Save & Continue
- How many volunteers will participate on your team?  
Enter your best guess, may be Thrivent members or nonmembers of all ages
- Would you like team T-Shirts? Yes or No  
You can get up to 25 and will have to enter the sizes:  
Youth S-M-L or Adult S-M-L-XL-2XL-3XL
- Click on Save & Continue
- Banners, invitations, name tags, packing stickers and thank you cards

Enter the amounts you want. You can view a sample by clicking on “View Sample” by each item.

- Do you have a promo code? Yes or No – answer No
- Click on Save & Continue
- Is your contact info correct? Edit as necessary
- Click on Save & Continue
- Send my customized Thrivent Action Kit to: Edit as necessary
- Click on Save & Continue

### **Review & Submit**

- Once you answer the last question a Review & Submit screen will come up. Scroll through the information to review what you have entered.
  - If you need to edit anything, wait and review all the information and then go back to edit. Once you go to an area to edit you have to go through all the questions that follow and click on Save & Continue.
  - Edit by clicking on the blue title in the left hand column to go there to make any changes
- Once you have reviewed and edited as necessary you can email or print a copy of the application. Once submitted, you are not able to review the project until it has been accepted or denied. Click on the appropriate blue words “email a copy” or “print a copy” at the top, above the words Review & Submit.
- Check the box to agree to the Terms and Conditions
- Click on Send
- They will review and email you when they approve or deny your project.

### **After Approval & During the Project**

- The packet that they send will have a lot of helpful information and the seed money.
- One of the forms in the packet is for volunteers to sign in to help on the day(s) of the project. You will need this information to report on the project (see next section).
- During the project take pictures. When you report on the project you can upload the pictures.

### **Report After the Project**

Once the project is complete you will need to login and report on the project. If you have completed a project and don't report and later try to apply for another one, you will not be able to apply for other projects until the report is completed.

- Login to your online Thrivent Account – [thrivent.com](http://thrivent.com)

- Click the tab - Making a Difference
- Click on Thrivent Action Teams from the list
- Scroll down to click on Report on My Completed Project – it may also say “You have a Thrivent Action Team project which is ready for reporting...” Scroll down to see your projects list. Click on Report on My Project to the right of the project.
- Did the date of your project change? The requested date will show, change if applicable.
- Save & continue
- Share your Thrivent Action Team Story – What did you do for your project? How did it make a difference in the community? How were you & those around you inspired to live generously?

Here are some examples:

- Originally this project was to provide paper products for the meal which followed worship at the 70th Birthday Party at Camp Lutherhaven. There was no charge for the meal. We were hoping for 300 people... 750 people registered to come! Due to the number of registrations the plan had to be revised. The paper products and some of the food were generously donated by Food Service America. The seed money was used to help purchase 1500 pieces of fried chicken for the meal at a discounted price from a local grocery store. This project made a difference in the community by allowing us to help provide part of the meal to all who attended. We served the picnic meal and people spread out over camp to eat. There were smiles and conversations all around. Sharing a meal with others strengthens community & certainly added to the fun of the celebration.
- This project provided a picnic cloth for the picnic lunch that was a part of the 70th Birthday Celebration of Lutherhaven Ministries. We purchased the cloths, washed them and helped distribute them as part of the picnic lunch that followed worship. People went through a buffet line and collected their picnic lunch ingredients into a milk crate. The first stop was to pick up a milk crate. We put a garbage bag and information card in the milk crate and then put the picnic cloth over the edge. As they went through the line, food was selected and loaded into the crate. Once through the line they could enjoy their lunch anywhere at camp. It was fun to see how people used the cloth differently. Some emptied their crate, turned it over and used the cloth as a tablecloth. Others used it to clean up after they ate. The cloth added an extra touch to "dress up" a utilitarian milk crate. This project made a difference by helping with the cost of the meal which was free to all who attended. Relationships grow when food is shared. During the initial planning we had hoped that 300 people would attend. Over 750 people registered to celebrate the 70th year of this camping ministry! It was fun & inspiring to be a part of the celebration to see first hand how the ministry has worked in people's lives for the last 70 years!

- This project collected school supplies for a low income school in our community through donations from church members and use of the seed money to purchase supplies. We set out bins to collect supplies from the congregation for 5 weeks. Each week the bins were emptied and set aside. On August 31st the team got together to sort and count the supplies and then deliver them to the school. Some of the items collected: over 10,000 sheets of paper (in 147 spiral notebooks), 9,600 tissues, 900 sanitizing wipes, 650 crayons, 596 pencils, 167 pens and 108 erasers. This project helps students, their families and their teachers by providing needed supplies. This project was a lot of fun! In addition, seeing the thankful expressions on the faces and in the words of the administrators and teachers when we delivered the supplies inspired us to continue this project next year!
  
- Save & continue
- Celebrate your service activity results (best guess)...
  - How many volunteers participated \_\_\_\_\_
  - How many hours did each volunteer average \_\_\_\_\_
  - How many hours planning & preparing \_\_\_\_\_
- Save & continue
- Who participated in the event? Add both volunteers and attendees. Your name will appear. Click to add participants. This is where you will use the sign in sheet that came in the packet.
  - Check the box that you have consent
  - Enter first and last name
  - Required: email, phone OR address
  - State
- Save & continue
- Share your Thrivent Action Team Photos. Check the box and click on Add Photo. The filename must be LESS than 20 characters and you can upload no more than 10M for all photos.
- Save & continue
- Review & Submit – read through and make any changes
- Send
- Give yourself a pat on the back! You are done!