

## **Thrivent Action Team Instructions**

### **What is an Action Team?**

If you are a Thrivent policy holder you have 2 opportunities to received \$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 form 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 works 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 from your project
  - Click on Save & Continue
    - Fundraiser – raise funds to benefit ad 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 apply
  - 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 the 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 Lutherwald. The team will have 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 fill 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 Reading Camp Fundraiser. The event raises funds for camperships for children to attend reading camp at no cost. The volunteer team will purchase food for the event, prepare it and sell items at the event to more of the money raised can be used to send children to camp where they can learn about God and strengthen their reading skills.
- 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
    - No 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 supplies or new lumber for picnic benches at Lake Luther.
- Click on Save & Continue
- What cause(s) will be positively impacted by your project?  
Check the box(es) that apply. 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 or camp by entering the name, city or state
  - 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
    - 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 non-members 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 click 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 works “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 o 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
- Click the tab - Making a difference
- Click on Thrivent Action Teams form 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 design, purchase supplies and build two cabinets to store tables in the Camp Lutherwald dining hall. This was to keep the tables secure and out of the way when not in use. As the design was changed as construction began only one cabinet was constructed as materials were more expensive and we had to modify the design to make it sturdy enough for use as well as with enough supports to keep the tables secure. This project allowed several generations of volunteers to learn from the experience of the project designer and work together to build something that they will all use during their time at camp in the summer and for retreats.
- This project to build a storage building for mud-hike life jackets at Camp Lutherwald was started as planned; however, the timing of the setting and leveling of the deck blocks was changed to accommodate the weather – after the rain and before the ground froze. The addition of the walls was also delayed due to a winter storm. Project

was completed, just delayed a bit. This project connected some volunteers that have not been involved at camp in many years with those who have been involved in recent years only. Camp is a place to build community and this was one intentional way to do that with several generations.

- 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 31<sup>st</sup> the team got together to sort and count the supplies and the 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 of planning and 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
  
- Review & Submit
- Send
- *If doing a project for LOMIK, please send an email to [info@lomik.org](mailto:info@lomik.org) with your project name*
  
- Congratulations! You are done. Thank you for Living Generously!