

# Care Abounds in Communities® Activity Planning Checklist

Thrivent Financial for Lutherans members and others touch millions of lives each year by volunteering with their local Thrivent chapters through the Care Abounds in Communities® program. This checklist is designed to help you identify, organize, plan and implement your Care Abounds in Communities® activity.

## 1. Get Started

- Identify a need.** Is there a cause, person or family in your community you'd like to help? By working with a Thrivent chapter, you can make an even bigger difference!
- Form a team.** To qualify as a Care Abounds in Communities® activity, find a volunteer service team who want to help in planning, organizing and/or conducting an activity.
- Choose the way you'd like to help.** Depending on the needs of your recipient, your team may decide to hold a fundraiser or provide what we call "hands-on service," such as painting a house or preparing meals. See examples below of popular ideas.

**Note:** While the predominant use of Care Abounds in Communities program funds must be used for charitable activities, chapters may also use Care Abounds in Communities program funds to bring members together for educational and member social activities. Contact your chapter leadership board for details.

### Activity Ideas

#### Fundraisers

Garage sale  
Car wash  
Carnival for kids  
Bake sale  
Benefit dinner/concert  
Talent show  
Used book sale  
Gift basket  
silent auction  
Local artist show

#### Hands-on service

Assemble emergency kits  
Paint a house  
Build a wheelchair ramp  
Prepare a meal for those in need  
Do repairs  
Build shelves, sort food for a food pantry  
Clean a park

## 2. Develop a Plan

- Determine goals.** Consider these questions before requesting approval and funds:
  - What is the need of the recipient?
  - What is the community impact?
  - How much time is needed to plan the activity?
  - When will the activity take place?
  - How many hours will be spent planning and organizing the activity?
  - How much do we want to raise, or how much is needed to purchase materials?
  - How can we promote the activity?
  - Who will we invite? How many will come to the activity?
- Complete the *Request for Funding form\**** and submit it to the chapter leadership board for approval.
- Plan the activity.** If you need help, ask your chapter leadership board for tips or people you can ask. Remember to keep track of all hours people spend planning and organizing the activity.
- Have recipient sign *Permission to Disclose Information form\**.** If you are helping a family or individual, they must sign the permission form so the chapter and service team can disclose and/or publish recipient information for the activity (i.e. posters, bulletin inserts, etc.).
- Get the word out.** Activities must be promoted as a Thrivent Financial for Lutherans chapter-hosted activity (e.g., hosted by members of the ABC Chapter of Thrivent Financial for Lutherans, hosted by the ABC Chapter of Thrivent Financial for Lutherans). See the Visibility Toolkit at [www.thrivent.com/visibility](http://www.thrivent.com/visibility) for ideas to publicize your activity to raise more money, recruit more volunteers and get more people to attend. See the back of this page for wording your team can use to identify itself in publicity materials.

\*Forms are located at [www.thrivent.com/chapters/volunteer/forms.html](http://www.thrivent.com/chapters/volunteer/forms.html)

# Care Abounds in Communities® Activity Planning Checklist (continued)

## 3. Do It! Here's where it all happens—it's time to hold the activity you've been planning!

- Ask for and save receipts** for activity-related expenses (e.g., receipts for supplies used to do a hands-on service activity).
- Track volunteer hours.** Remind those working at the activity to keep track of their hours.
- Track attendance.** An *Attendance Sheet* form\* is available.
- If you are doing a fundraiser:**
  - **When it makes sense, donor checks should be made payable to the Thrivent chapter and deposited into the chapter's checking account.** This is especially pertinent if the chapter's service team is working alone.
  - **In cases where the chapter service team is working with another organization, checks may be made payable to that organization and provided directly to the recipient.** The chapter should not receive one check representing the total funds raised.
  - **Complete a *Donation form*\* if needed.** Only if donor checks are made payable to the chapter.
- Provide *Receipt/Written Acknowledgement form*\* if needed.** Applies to donations made directly to the chapter.

## 4. Report, Recognize and Celebrate!

- For a fundraiser, send net funds raised to the chapter leadership board for deposit into the chapter checking account** if donor checks are made payable to the chapter.
- If you cohost a fundraising activity with another group or organization, checks may be made payable to that organization and then funds are NOT sent to the chapter.
- Complete the *Activity Results Reporting form*\***. Submit it to the chapter leadership board to receive Care Abounds in Communities® funding.
- Submit all receipts or copies of receipts** to the chapter leadership board.
- Share your story.** Help us tell the story about the good things Thrivent Financial members are doing. Go to the Submit Your Story page on Thrivent.com ([www.thrivent.com/stories](http://www.thrivent.com/stories)) to fill out a simple online form about your story. We may contact you in the future to get more details if we share the story in our communications!
- It's a great idea to THANK and RECOGNIZE your volunteers, CELEBRATING a job well done that made a difference.** Send thank-you notes or emails to volunteers, or present them with recognition certificates available from the chapter leadership board.

### Sample wording to identify service teams as you publicize your activity:

"Trinity Lutheran Service Team, Dane County Chapter of Thrivent Financial for Lutherans."

"Dane County Chapter of Thrivent Financial for Lutherans is [hosting/co-hosting] the activity."

"Members of the Dane County Chapter of Thrivent Financial for Lutherans are [hosting/co-hosting] the activity."

"Additional funding provided by the Dane County Chapter of Thrivent Financial for Lutherans."

**If you have questions about your Care Abounds in Communities® activity, please contact your local chapter leadership board.**

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