

How to Report Locally Supported Activities

Quick Reference Guide for Volunteer Leaders

Locally supported activities are administrative, educational, member social, fundraising and hands-on service activities hosted and promoted by an eligible service team of Thrivent Financial members on behalf of Thrivent Financial, that **do not** use funds from any of the chapter Care programs. Examples include chapter meetings, elections, member social and educational events, volunteer hours and leader training.

It's important to report eligible locally supported chapter activities. These activities can help protect Thrivent Financial's special tax-exempt status—a status that allows Thrivent Financial to provide the funding and resources to help our members help others through volunteer action. For more information on why it's important to report these activities, go to [CHIP](#) (CHapter Information Place) and type 'Locally Supported' in the Search box.

Locally supported activity [reporting guidelines](#) can also be found in CHIP.

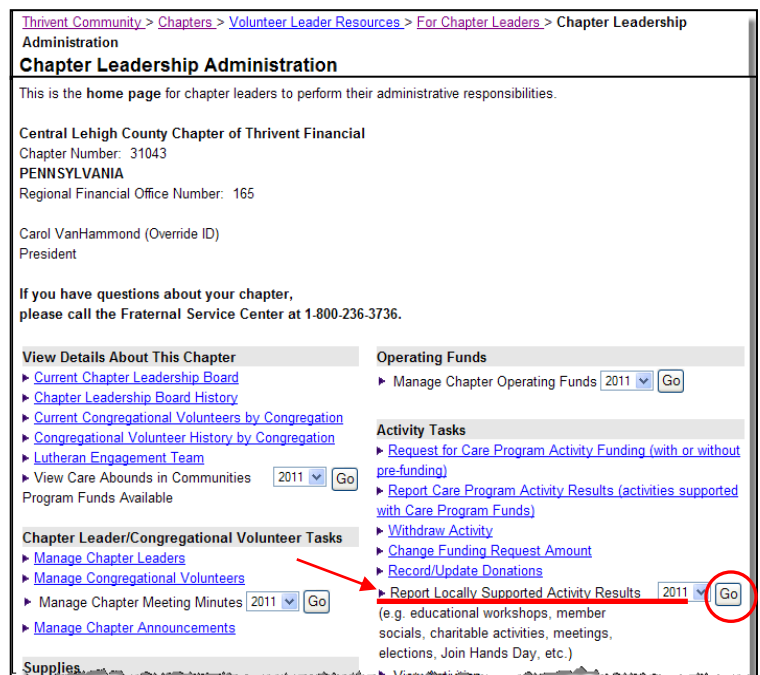
How to report locally supported chapter activities

The following information must be reported: activity information (e.g., date, name, description, recipient--fundraisers and hands-on service only); activity results (e.g., volunteer hours, attendance, Thrivent Financial households involved, expenses and funds raised for fundraisers); contact information (e.g., name, phone, email).

1. Go to www.thrivent.com > MyThrivent and log in at the blue box on the upper right. Under MyChapter, click on **Chapter Leaders Only**.
2. On your Chapter Leadership or Congregational Volunteer Administration page, select the appropriate year by **Report Locally Supported Activity Results** and click **Go**.
3. Follow the steps outlined on page 2 of this guide based on the type of activity.
4. When finished, click **Save**.
5. A message will appear confirming that the report has been successfully submitted.

Notes:

- If items were donated as part of this activity, click **Add donated items** to record them.
- When operating funds are used to support an activity, it needs to be recorded on the Manage Chapter Operating Funds screens in the Chapter Leadership Administration menu online.



Thrivent Community > Chapters > Volunteer Leader Resources > For Chapter Leaders > Chapter Leadership Administration

Chapter Leadership Administration

This is the home page for chapter leaders to perform their administrative responsibilities.

Central Lehigh County Chapter of Thrivent Financial
Chapter Number: 31043
PENNSYLVANIA
Regional Financial Office Number: 165

Carol VanHammond (Override ID)
President

If you have questions about your chapter, please call the Fraternal Service Center at 1-800-236-3736.

View Details About This Chapter

- ▶ [Current Chapter Leadership Board](#)
- ▶ [Chapter Leadership Board History](#)
- ▶ [Current Congregational Volunteers by Congregation](#)
- ▶ [Congregational Volunteer History by Congregation](#)
- ▶ [Lutheran Engagement Team](#)
- ▶ View Care Abounds in Communities [2011] [Go]
- ▶ Program Funds Available

Operating Funds

- ▶ Manage Chapter Operating Funds [2011] [Go]

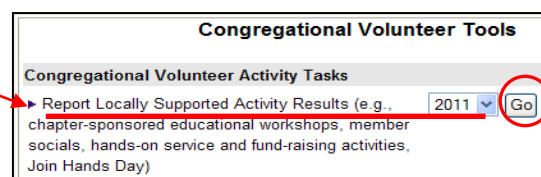
Activity Tasks

- ▶ [Request for Care Program Activity Funding \(with or without pre-funding\)](#)
- ▶ [Report Care Program Activity Results \(activities supported with Care Program Funds\)](#)
- ▶ [Withdraw Activity](#)
- ▶ [Change Funding Request Amount](#)
- ▶ [Record/Update Donations](#)
- ▶ [Report Locally Supported Activity Results](#) [2011] [Go]
- (e.g. educational workshops, member socials, charitable activities, meetings, elections, Join Hands Day, etc.)

Chapter Leader/Congregational Volunteer Tasks

- ▶ [Manage Chapter Leaders](#)
- ▶ [Manage Congregational Volunteers](#)
- ▶ Manage Chapter Meeting Minutes [2011] [Go]
- ▶ [Manage Chapter Announcements](#)

Supplies



Congregational Volunteer Tools

Congregational Volunteer Activity Tasks

- ▶ [Report Locally Supported Activity Results \(e.g.,](#) [2011] [Go]
- chapter-sponsored educational workshops, member socials, hands-on service and fund-raising activities, Join Hands Day)

How to Report Locally Supported Activities continued

To report locally supported activities, follow steps one and two on page 1 of this guide. Then, follow the corresponding steps below based on the type of activity completed.

Note: The category and activity type description and examples can be found on the reporting screens to help you choose the corresponding category and activity type that fits best for reporting the activity.

Administrative/Educational

1. Select the category **Administrative/Educational** and click **Continue**.
2. Select one of the activity types: **Administration Hours, Leader Training, Local Education, Meeting-Other or Meeting-Regular Chapter**, and click **Continue**.
3. Report the results of the activity.

Local Fund-Raiser

1. Select the category **Local Fund-Raiser** and click **Continue**.
2. Select one of the activity types: **Join Hands Day Fund-Raiser or Local Fund-Raiser**, and click **Continue**.
3. Report the results of the activity.

Local Hands-On Service

1. Select the category **Local Hands-on Service** and click **Continue**.
2. Select one of the activity types: **Join Hands Day Service Activity or Local Hands-on Service Activity**, and click **Continue**.
3. Report the results of the activity.

Member Social/Recognition

1. Select the category **Member Social/Recognition** and click **Continue**.
2. Select one of the activity types: **Recognition or Member Social**, and click **Continue**.
3. Report the results of the activity.

Election

1. Select the category **Election**, and click **Continue**.
2. Report the results of the activity.



For more information about locally supported chapter activities, go to CHIP at www.thrivent.com/chip and search on 'locally supported.'

Member Connection Center

The Member Connection Center staff is ready to answer any questions you may have at **800-THRIVENT** (800-847-4836) and say "Fraternal" when prompted, Monday – Friday, 7 a.m. – 9 p.m., Central time. Or send an email to fraternal@thrivent.com.