Thrivent “Action Teams” Information and Guidelines

Description:
The Thrivent “Action Teams” program is an opportunity for Thrivent members to lead projects that provide service and outreach to the community. Thrivent Financial will provide funds of $250 for each project to get started and pay for associated expenses.

Requirements for Request:
- You must be a Thrivent Benefit or Associate member (age 16 or older) to request approval for funds.
  - **Benefit members**: Those with a qualifying Thrivent insurance or annuity product. Benefit members are eligible to apply for two Action Team events per calendar year - every year.
  - **Associate members**: Those paying an annual $19.95 membership fee (includes all family members), purchasing a Thrivent investment product, or joining the Thrivent Federal Credit Union. Associate members are eligible to apply for one event per calendar year (max. of three total events).
  - Calendar year qualification eligibility is based on date of application.
- Requested project must be initiated by a Thrivent member as stated above and supported by additional volunteers from Joy or the local community.
- Only one Thrivent member may apply for a given project at the same time. That is not to say someone cannot apply for the same reoccurring project at a later date (e.g. - Wed. suppers, Church maintenance).
- You must apply on-line (thrive.com). If you are not registered on-line, you will have to set-up the process to log-in. If you do not have a computer that is on-line, check with Bobbie Flatz (715-262-5960) for help.

Guidelines for Application of Project Approval:
- The requested project and the $250 donation need to support a Fundraiser, Service or Education event.
- The requested project should aid, individuals, local, national or international non-profit organizations.
- The requested project may be currently in use or you may create a new idea to meet the needs of others.
- The $250 contribution from Thrivent is not to be used as a grant or gift to others. It is to be used as “seed” money for supplies, merchandise, materials, goods (including food), advertising, transportation, fees and other costs deemed necessary for your project. **Note**: misuse of funds would jeopardize future projects.
- The bottom line is that the event is designed to benefit those in need and that the $250 is spent accordingly.
- Request for approval will require answering several questions outlined below. **If unsure of any information, call the “contact person” listed on sign-up sheet or members who have previously sponsored this project.**
  - What is the date of event? – At least 21 days prior to, and within, 120 days of application date.
  - What is the name and type of the project? - A Fundraiser, Service or Education event?
  - How did you learn about Action Teams?
  - Give a brief explanation of your project and goals.
  - How will you use the money?
  - What is Impact of the project? - Check 1 or 2 choices.
  - Do you have a church relationship? Yes - Joy Lutheran
  - Who will benefit from this project? Joy or another organization? (e.g. Sharing & Caring, Malawi, etc.)
  - How many volunteers are anticipated (team size)?
  - Do you want T-shirts, banners, invitations, cards, name tags?
  - Where to send package?
  - Be sure to click the box agreeing to all the conditions and then hit the send button.
  - Expect an email approval in 1-2 days and mail delivery of Action Team kit in 7-10 days.
  - If the event is not approved, not a problem, you will be able to apply for other future events.

The above guidelines are based on current information from Thrivent concerning “Action Teams” projects. The final decision to approve or deny a request is strictly up to Thrivent. Guidelines, requirements and conditions may change at any time – please read your applications and mailings carefully to ensure full compliance.
After Receiving the Action Team Package:

- Open and check contents of the box (if supplies were ordered) and remove the Action Team Folder.
- The $250 debit card will be included in the folder - follow the instructions to activate the card and then sign the back. Make note of the requirement that you are solely responsible for the use of the card to make purchases (max. amount is $250). Use the card within 90 days after the project start date or it will expire.
- Coordinate and keep records of the project and volunteer activity - you will need this information for the follow-up report. **You are also required to retain all receipts for up to one year.**
- Use Joy resources, equipment and facilities as needed, including bulletins, newsletters, email lists, mailings, announcements, etc. Call the church office (715-262-5800) for help.
- Take pictures for use in Joy publications and feed-back for Thrivent (use the Thrivent T-shirts if available).

**Follow-up of project:**

- If facilities were used at Joy (or other locations) please clean-up and return everything to its original location.
- Respond to the “Report on Completed Project” to Thrivent on-line. If you do not report within a few days, they will send you a message to request the information and you will not be eligible for your next project until the report is completed.
  - The message to Thrivent will include several questions about the project and its success. Be ready to provide information about the impact it made, how many hours were involved and how many volunteers participated (personal information about the volunteers is not required).
  - If pictures are available, download the photos to Thrivent for their records (this step is optional).
- Follow-up with a brief message (and any pictures) back to Joy to be included in our publications.

**Additional Information:**

Joy has created a list of all the activities at Joy that would likely receive Action Team funds. The display is on a bulletin board in the hallway leading from the church narthex to the church offices. To be an Action Team Leader, sign-up on the sheet with **blue trim** – please print your name. The list covers several months of projects and is arranged according to start date. Information will be updated on a timely basis to give you a view of the next several months. This will give Thrivent members time to plan ahead and apply for a project within the 3 week requirement. The advance sign-up will also eliminate the double request of any given event and allow you to sign-up for your favorite projects year after year. If necessary, check with the church office for the latest information before application.

- **All Joy members** are asked to look over the list and add any additional projects that you think would qualify. This gives any member of Joy a chance to create a new project and get it added to the list. Just fill in all the information requested on the sheet with **red trim** and Bobbie or Jim Flatz will get back to you. If you are not a Thrivent member, we will find one to sponsor the project. Better yet, you can become a Thrivent Associate member for $20/year and lead 3 events with $250 seed money for each project – 1 project / year for 3 years.
- In this way, we all have a chance to use our creative talents and have fun doing it. The end result is we, as a church, will continue to use and find new ways to reach out and help those in need.
- Joy’s goal for 2017 is approval for 50 projects to receive the $250 donation. If you do the math, you see that Joy can direct $12,500 of Thrivent’s money in Joy’s name to share our service and mission projects with a “Relevant, Hopeful and Generous” commitment in reaching out to others.
- Information concerning Thrivent and the “Action Teams” program is available in the church narthex. If you have any questions about your current Thrivent membership status, call John Levi’s office at 715-425-2056. You can also access all this information and sign-up online through Joy’s website: www.joy-church.org.
- **If you have any suggestions, comments or questions at any time during this process, please call Bobbie or Jim Flatz at 715-262-5960, cell: 715-222-4547 or email us at jflatz@centurytel.net. Also, please send us a brief email to let us know if and when the project is accepted and when it is completed. We will use this information to track the use of Action Team events at Joy.**

Bobbie Flatz, Joy Council Service Vision Team 02-18-2017