



800-THRIVENT (800-847-4836) • www.thrivent.com

Donations valued at \$250 or more – special reporting required

As a not-for-profit organization, Thrivent Financial for Lutherans is required to provide special reporting when a chapter service team accepts donations of a certain value at chapter activities, including Thrivent Builds.

Therefore, we ask service teams to document information about each donation of an individual item or freewill offering valued at \$250 or more from a donor who receives nothing in return. In these cases:

1. Record the required information about the donation on the attached **Donation Tracking Record**.
2. Provide the completed Donation Tracking Record to your chapter leadership board when you submit the "Receipts, Funds Raised and Expenses Report" and all receipts for expenses related to the activity.
3. Provide the donor with an **Acknowledgement of Donation Received** for the donation, which is attached to the Donation Tracking Record. See below for more details about issuing a written acknowledgement/receipt for donations received at chapter activities, including Thrivent Builds.

Written acknowledgement/receipt for donations

Important recommendation: Although it is the donor's responsibility in examples 1, 2 and 4 below to request a written acknowledgement/receipt, we recommend that chapter service teams:

- Provide a written acknowledgement/receipt for **all** donations valued at \$25 or more made to the chapter, including Thrivent Builds.
- Ask donors if they want a written acknowledgement/receipt for donations of less than \$25.

The following guidelines and requirements are important for chapters and their service teams to be aware of at chapter activities, including those for Thrivent Builds:

1. To claim a tax deduction for any single contribution of \$250 or more, the donor is required to have a written acknowledgement of the contribution from the chapter.
2. To claim a tax deduction for donations under \$250, the donor is required to have a bank record or written acknowledgement from the chapter, showing the chapter name, date of contribution and amount of contribution (monetary) or description of contribution (item of property).
3. The **chapter is required to provide a receipt** to any donor who makes a payment to the chapter or to Thrivent Builds in excess of \$75 partly as a contribution and partly for goods and services the individual receives (e.g., a donor at a silent auction fund-raiser gives the chapter a donation of \$150 for a gift basket valued at \$75).
4. To claim a tax deduction for donated items of property, the donor is required to have a written acknowledgement from the chapter that includes a reasonably detailed description of the donated items of property. **Note:** *Donors making Gifts-in-Kind donations to Thrivent Builds Homes should be referred to the local Habitat for Humanity affiliate for an acknowledgement of their donations.*
5. Any time a donor requests a written acknowledgement/receipt for a donation made to the chapter, including Thrivent Builds, the chapter should provide the requested information.

Directions for issuing and completing the Acknowledgement of Donation Received form are located in front of the form.

For complete details about tax-deductible contributions related to chapter and/or Thrivent Builds activities, please see *CHIP*, the online chapter reference guide, at www.thrivent.com/members/chip. Enter "tax deductible contributions" in the "Search For:" box.

Donation Tracking Record

(For each donation valued at \$250 or more)

Enter below any donation(s) made to the chapter, valued at \$250 or more, and return this form to the chapter for IRS reporting purposes.

Name of chapter _____

Activity name _____ Activity date _____

Thrivent chapter service team contact _____ Phone _____

Description of Donated Item or Freewill Offering (e.g. digital camera; MP3 player; cash donation)	Date Donation was Received	Donation's Current Retail Value (must be \$250 or more)	Donor Name and Address	Donation Purpose *
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

* A = Religious; B = Charitable; C = Scientific; D = Literary/Educational; E = Prevention of cruelty to children or animals

Return the completed form to your chapter leadership board along with receipts for activity expenses and any other activity paperwork requested.

For complete details about donations and how to handle, see "Tax-deductible contributions" in CHIP, an online reference guide for Thrivent chapter leaders and volunteers. Go to www.thrivent.com/members/chip and type "tax deductions" in the "Search For:" box.

Completing the Acknowledgement of Donation Received Form

It is good practice for Thrivent Financial chapter service teams to:

- Issue a written acknowledgement/receipt for all donations to the chapter or Thrivent Builds valued at \$25 or more.
- Ask donors if they would like a written acknowledgement/receipt for donations of less than \$25.

Chapter service teams are required to provide a receipt when a donor makes a payment to the chapter or Thrivent Builds in excess of \$75, partly as a contribution and partly for goods/services the donor receives. (Ex: A donor pays \$100 for a clock valued at \$50 at a chapter fund-raising silent auction).

The service team should also provide a written acknowledgement when a donor:

1. Makes a donation valued at \$250 or more.
2. Requests a receipt for their individual donation to the chapter or Thrivent Builds.

Guidelines

The form at right should be used to provide a receipt to donors.

Please keep the following in mind:

- ✦ Each sheet contains two receipts. Please make copies of the form and cut them in half.
- ✦ Donations (whether monetary or items of property) given to the Thrivent chapter or Thrivent Builds by a donor should receive a receipt from the chapter service team.
- ✦ Donations made to another organization/individual should not receive a receipt from the chapter, unless that check is endorsed over to the chapter by the organization or individual on behalf of the donor. Make sure the organization signing the check over isn't also issuing a receipt.
- ✦ A member of the service team can sign the receipt on the chapter's behalf.
- ✦ The chapter should refer requests for an acknowledgement of Gifts In Kind donations made to Thrivent Builds to their local Habitat affiliate.
- ✦ Special note: If asked by a donor, donations to the chapter or Thrivent Builds from corporations/businesses are not eligible for a tax deduction.

Thrivent Financial for Lutherans® 800-THRIVENT (800-847-4836) • www.thrivent.com		Acknowledgement of Donation Received	
A _____ Chapter of Thrivent Financial for Lutherans would like to thank you (Name of chapter)			
for your donation which will be used exclusively for charitable purposes. Your donation may be able to be claimed as a tax deduction. Keep this written notice for your tax records.			
Name of donor (print) B _____	Date of donation C _____	Amount of freewill offering/donation (if any) D _____ \$	
Description of donated item(s) of property (if any) E _____			
Location where property was donated: F _____			
G Choose one:			
<input type="checkbox"/> No goods or services were provided in exchange for your contribution.			
<input type="checkbox"/> The chapter estimates that \$ _____ of your monetary contribution is the value of goods and services provided to you. The amount of the contribution that is deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed over the value of any goods or services provided.			
Signature of chapter service team member witnessing this donation on behalf of Thrivent Financial Service Team H _____			
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Directions

Please complete the following fields (print all except H) with the appropriate information (sample above):

- A. Chapter Name
- B. Donor Name
- C. Date donation was received
- D. Amount of cash/check (monetary) donation (If none, leave blank.)
- E. Describe any non-monetary donation (e.g., gift basket for an auction) received by the chapter (use back of form if more space is needed). Please do not value the items or include Gifts In Kind donations to Thrivent Builds.
- F. Indicate the location where the non-monetary donation described in E was made.
- G. Please mark one of the two options indicated:
 - Check the first box if the donor received nothing of value in exchange for their donation.
 - Mark the second box if the donor received something of value in exchange for the donation and provide the fair market value of what the donor received. For instance, if a donor contributed \$20 for a dinner ticket valued at \$10, the \$20 would be entered in D and then you would input \$10 in the space provided in this section.
- H. Chapter Service Team representative's signature

A copy of this form is available online at www.thrivent.com > Members/Chapters > Volunteer Resources > Forms.

Details about tax-deductible contributions are available in Chapter Information Place (CHIP), at www.thrivent.com>Members/Chapters>Ask CHIP. Type "contributions" or "acknowledgement" in the "Search for:" box.

Acknowledgement of Donation Received

_____ Chapter of Thrivent Financial for Lutherans would like to thank you
(Name of chapter)

for your donation which will be used exclusively for charitable purposes. Your donation may be able to be claimed as a tax deduction. Keep this written notice for your tax records.

Name of donor (print)	Date of donation	Amount of freewill offering/donation (if any) \$
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Description of donated item(s) of property (if any)

Location where donation was made -

Choose one:

- No goods or services were provided in exchange for your contribution.
- The chapter estimates that \$ _____ of your monetary contribution is the value of goods and services provided to you. The amount of the contribution that is deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed over the value of any goods or services provided.

Signature of chapter service team member witnessing this donation on behalf of Thrivent Financial Service Team

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Signature of chapter service team member witnessing this donation on behalf of Thrivent Financial Service Team

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