



## Volunteer Sign-in Process

### Quick Reference Guide

Affiliates have a variety of ways to sign in volunteers each work day. However, there is additional data that you are not already collecting that must be documented and kept on file for each build day of the *Thrivent Builds Homes* project.

The additional data will help us measure how we are tracking to our goal relating to volunteers:

- Mobilize the Thrivent Financial for Lutherans chapter system and Lutheran congregations and institutions to ensure:
  - ~ At least 50% of the volunteers on the build sites are Lutherans, and
  - ~ At least 25% of the volunteers on the build sites are Thrivent Financial members.

These goals relate to actual volunteers (i.e., people) coming to the build site, not the number of hours contributed.

#### Data

Affiliates must track the following for each volunteer that is on the *Thrivent Builds Homes* build site each day:

- Name
- Full mailing address with ZIP code
- Phone number
- Email address (if applicable)
- Lutheran (yes or no)
- Congregation name
- Thrivent Financial member (yes or no)
- Half-day or full-day (half day = 4 hours or less; full day = 5-8 hours)
- Opt-out of photographic release for *Thrivent Builds Homes* project

Please ensure that all volunteers write legibly on the sign in form. All affiliates are encouraged to use the provided *Thrivent Builds Homes* Volunteer Sign-in Form located on [www.thriventbuilds.com/resources](http://www.thriventbuilds.com/resources), however, if your affiliate prefers to use their own sign-in forms, please ensure the above data is being collected, including having a photographic and contact release. This release must use the following language:

***Photographic and Thrivent Financial and its Affiliates Contact Release:*** *Unless otherwise indicated, I, the volunteer, grant and convey unto Thrivent Financial for Lutherans and its affiliates and Habitat for Humanity all right, title, and interest in any and all photographic images and video or audio recordings made by Thrivent Financial and its affiliates and Habitat during my work for Habitat, Thrivent Financial and its affiliates and the Thrivent Builds program, for any purpose whatsoever – commercial or otherwise – without compensation to me. I also understand that, in order to continually improve the program, someone from Thrivent Financial and its affiliates may contact me to get my feelings and perceptions on my experience with Thrivent Builds and/or may share with me additional benefits of Thrivent Financial and its affiliates membership, products and services. I understand that I may ask Thrivent and its affiliates to stop non-service related contact at any time.*

#### What counts?

One of the program goals is met when at least 50% of the volunteers on the build site are Lutheran and at least 25% of the volunteers on the build site are members of Thrivent Financial. This volunteer requirement boils down to any volunteer who spends time on the worksite, be it as a construction volunteer, site host, devotion leader or lunch server.

**For all volunteers** on the *Thrivent Builds Homes* project, you are also asked to track hours worked in half-day increments—four hours for a half day and eight hours for a full day. The hours tracked are used to gain a full picture of the amount of time contributed by all volunteers on the *Thrivent Builds Homes* project, but they do not apply toward the program’s volunteer percentage goals. People who return to the build site on multiple days are still considered “new” volunteers and should sign in each day they volunteer.

### Site host

It is recommended that each affiliate find one or more volunteers to serve as site hosts and oversee the volunteer sign-in process each day. A sample job description can be found at [www.thriventbuilds.com/resources](http://www.thriventbuilds.com/resources). This can be a good role to consider recruiting from Thrivent Financial members or other Lutherans.

### Reporting

The affiliate must report volunteer information monthly to the Lutheran Engagement Team (LET) contact. Record and report this data using the Affiliate Monthly Report found at [www.thriventbuilds.com/resources](http://www.thriventbuilds.com/resources). The report includes the following data, which must be collected for each *Thrivent Builds Homes* build site:

- Number of total volunteers on the *Thrivent Builds Homes* build site(s) for the month and year-to-date.
- Number of Lutherans on the *Thrivent Builds Homes* build site(s) for the month and year-to-date.
- Number of Thrivent Financial members on the *Thrivent Builds Homes* build site(s) for the month and year-to-date.
- Number of hours all volunteers are on the *Thrivent Builds Homes* build site(s) for the month and year-to-date (half day = 4 hours or less, full day = 5-8 hours).

**Multi-site builds** may present a challenge to collecting this data and managing volunteers. Potential situations include:

- Volunteer sign-in occurs for all builds in a central location. What process will your affiliate use to collect and separate the data needs for *Thrivent Builds Homes*?
- An overflow of Lutherans and Thrivent Financial members occurs on a given build day and the *Thrivent Builds Homes* build site cannot safely accommodate all the volunteers. Volunteers for the *Thrivent Builds Homes* project can be moved to another build site and your affiliate can continue to count them in your reporting totals each month. However, care should be taken, though, that this is not a common occurrence and is the exception, not the rule.

The affiliate should review its existing build site data collection system to ensure the above data is being collected or, if no system exists, put together a process for collecting the data.

The affiliate also needs to electronically provide volunteer information for each person who volunteers on the *Thrivent Builds Homes* project. This information is to be submitted monthly and will be used for internal research purposes and to share with the participants additional benefits of Thrivent Financial membership. A detailed electronic submission method and training is available online. More information, as well as an Affiliate Guide to Submitting Names, may be found on <http://www.thriventbuilds.com/resources/topic/tbhssubmittingnames.html> on the Submitting Volunteer Names page. This request by Thrivent Financial has been approved by Habitat for Humanity International and is in full compliance with their legal practices and policies.