

Learn How to Raise Funds for Your Missions Trip

It is possible! And with God's help, you can do it!

Please take this aspect of your short-term experience seriously! It is highly unlikely that the money will just show up if you don't work hard. In addition to ASKING God for the support for the ministry, He expects you to put feet to your prayers and boldly go forward in faith and hope.

WHERE DO I START?

Things to Know and Remember

- God has prepared for your needs to be met; however, He will probably not send you a personal check!
- God's plan is individual, and requires different processes with each one of us. Some will discover support quickly, some very slowly. (**Psalm 139:16-17**)
- This means God will provide in a way that benefits each one of us individually, in the way that will bring the greatest growth in our Christian life.
- God requires our participation. Part of your short-term mission experience is the effort you put forth in discovering the support God has prepared for you.
- Pray daily, walk in purity (**Colossians 3:1-17**). Have faith (**Hebrews 11:1**).
- Keep current and accurate records of all you've done, received and mailed.
- Be very prompt with thank you notes.
- Send update letters to all those on your mailing list.
- Stick to your timetable! Write out a reasonable daily schedule and stick to it.

Develop a "Friends and Family Mailing List"

A part of your "mini-missionary experience" is discovering support much like a long-term missionary would. This will require sending a letter to your family and friends to build a prayer support team and to discover the funds for the ministry.

Suggestions on how to write your letter are given in this section, but a letter is useless without an address list! First, you must put

together a Friends and Family Mailing List. It will be your primary outlet of information and will produce the most personal responses. ***Please be sensitive if you ask COTK members for financial support. You should only consider asking for financial support only from those COTK members that you have a relationship with – such as your small group members or close friends.***

If you compile both email and snail mail addresses for each person, you will have two ways to keep in touch with them. It is recommended that you use snail mail with response envelopes and support cards (with your name and trip filled in) for your primary fundraising letter. Prayer updates and other notices can be sent via email.

Make Phone Calls

You've no doubt heard how important it is to make personal contact. Meeting people face-to-face, or at least voice-to-voice, may actually make the difference as to whether or not people support your ministry! Take the time each evening to call several people on your mailing list. Some make all their calls prior to sending out their support letter. Others call after everyone should have received the letter. Both is best!

God is the Great Provider, but He expects that we will do our part in communicating the need to those who will be used of God to support your ministry. This brings the greatest number of people into the circle of blessing. **Matthew 10:41 "He who receives a righteous man in the name of a righteous man will receive a righteous man's reward."** God wants to bless as many people as possible in every Kingdom action.

The Support Letter

There is no particular way that you have to write your letter; however, here are some principles you may want to follow.

The letter should include:

- A statement of how and why you have made your plans.
- A brief explanation of the team you are traveling with.

- When and where you will be going and what you'll be doing.
- What you hope to see happen in and through your life during your mission trip.
- Your request for prayer and financial partners.
- List your support deadline. That way, those who desire to send in support will know when to mail the checks. Most people will wait until the deadline to send in their contribution. Be sure that your letter is clear about the deadline.
- Include a bookmark or something similar that can be used as a reminder for people to pray for you.
 - A Book Mark made of paper or ribbon with your name and ministry
 - Refrigerator Magnets with your photograph
 - Calendar of events with travel dates and locations
 - Weekly updates on your answering machine or by email
- BE FRANK AND SINCERE. Don't pressure. There is a balance: doing your part to present the need and allowing God to touch the individual's heart.
- **Payment instructions:**

By check:

All checks should be made payable to Church of the King. A **Support Card** should be included.

DO NOT WRITE YOUR NAME IN THE MEMO SECTION. Mail the check to:

REACH Dept., Church of the King
22205 Little Creek Road, Mandeville,
LA 70471

By credit card:

Go online to **ReachOurWorld.org**, Click **Give** and then the appropriate trip. Select the name of the individual to receive support and the desired amount.

All donations are tax deductible. ALL funds must be in U.S. Dollars.

If you pay the entire amount of your trip yourself it would still be good to raise more than you need to help defer team

costs and support other team members who might struggle with funds.

Other Tips

- Send your letter to people who know you.
- Your letter should be genuine with no gimmicks.
- Your letter needs to tell people enough to go on – no holes.
- People need to see the mission will have an impact – that it will make a difference.
- The envelope, letter and response form should be thoughtful in appearance. Its design should be well suited to your message.
- Most of all, pray over every letter and ask God's blessing on those who receive it and on the contributions it will generate.

Support Letter Samples

The following two pages include support letter samples. Each of the samples is provided as a guideline and is NOT intended to be quoted word for word.

You should write your own personalized letter, make it sound like "YOU."

Make sure you use the correct dates, countries and support deadlines. Use graphics or a photo of yourself. Pictures attract attention and attention creates personal interest.

Sign each letter personally. We suggest that you use different color ink from the ink used in the letter so it is obvious you have hand signed the letter.

IMPORTANT: Thank You Notes

It is vital that you respond promptly with a sincere note of thanks to those who have supported you. Keep accurate records so that you are able to send a note to each person who has partnered with you. Be sure to send a thank you note and update after you have returned from your ministry. Focus on one story not many. Be clear what on what God did to touch you and those you served while on the mission.

Sample Letter 1

Dear Friends,

I hope this letter finds you in good health and enjoying all God's blessings. I thank God for each one of you and the interest you have had in my life. Because of this, I am excited to share my present opportunity with you. Recently God has opened a door of ministry for me to take part in a Global REACH Missions team through Church of the King.

I have been placed on the Argentina Team which runs from April 3 - 21.

My team will spend time training together where we will go through intensive preparations for ministry. At training we will learn important skills that will help us to minister to nationals and live together as a unified team. By April 3 our training will be complete and my team will fly out of New Orleans.

We will be helping the missionaries with their daily work as well as running several special projects and events. We might find ourselves conducting open air meetings, distributing literature, leading Bible studies, teaching English classes, working in children's ministries or doing work projects. Whatever we do, I am certain that God will use us to further His kingdom.

I am excited about what God will do through my team and me this summer and I can hardly wait to go. Of course, I can't make it there on my own. I am going to need a lot of help.

First, I will need prayer support. I need to have at least 10 prayer partners, people who will pray for me every day that I'm in ministry. This form of help is vitally necessary to the success of the team. So please consider committing to be one of my prayer partners.

Also, I will need your help financially. The total cost of the mission trip is \$2,400.00. You can help through one-time gifts or through monthly gifts over the next three months.

If you feel God is calling you to be a part of this ministry by contributing financially please use one of the following options:

1. Give online at ReachOurWorld.org. Select give, then my country, the donation amount desired, and my name, or
2. Make a check payable to Church of the King and complete the enclosed response card. Please write "Missions Trip" in the memo but do not write my name on the check. Send the check to Reach Dept., Church of the King, 22205 Little Creek Rd., Mandeville, LA 70471.

The deadline when all of my support has to be in is March 14.

Thanks again for the interest that you have shown in my life. You have been a great encouragement. I look forward to sharing with you all that God accomplishes this summer.

God Bless,

Sample Letter 2

Dear Friend,

Greetings from my small part of the world! I can't believe all that has been happening. There is rarely a dull moment but I wanted to take time to fill you in on an especially exciting event that is coming up in my life.

Recently I received information about a short-term mission trip with Church of the King and it wasn't long before I was more than intrigued. In fact, I felt God leading me to go. So, after much prayer, I applied and have been accepted to the Hungary Team. The dates are June 22 to July 31.

My team will be specializing in children's ministries. We will be holding street meetings as well as a daily club in a local park where we will give puppet presentations, teach a Bible story and play neighborhood sports. We will also have opportunities to teach English classes and help at a Bible camp.

It is my hope that God will use my team and me to share God's love with the national children and their parents. Also I am excited about what God will do in my life this summer and am eager for this opportunity to grow closer to Him.

The cost of the trip is \$2,800 and I would appreciate it if you would ask God if this is a project He would like you to take part in. You can contribute through a one time gift or through monthly gifts between now and July.

If you feel God is calling you to be a part of this ministry by contributing financially please use one of the following options:

1. Give online at ReachOurWorld.org. Select give, then my country, the donation amount desired, and my name, or
2. Make a check payable to Church of the King and complete the enclosed response card. Please write "Missions Trip" in the memo but do not write my name on the check. Send the check to Reach Dept., Church of the King, 22205 Little Creek Rd., Mandeville, LA 70471.

The deadline when all of my support has to be in is May 30.

Please remember to use the enclosed response card when sending in a contribution to my ministry account.

Even more important than the finances is the prayer that our team will need. I would like to have 10 prayer partners. These are people who will pray each day of the ministry. Please consider being one of my prayer partners. Let me know if you want to partner with me in this way. If so, I will send regular email updates.

Well, that is the exciting news in my neck of the woods. I'll call to follow-up on this mailing, so be praying about how God would have you partner in this ministry.

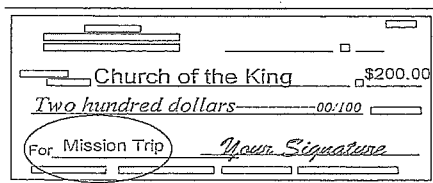
In Christ,



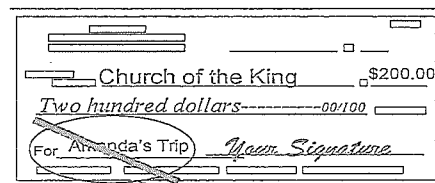
**CHURCH OF THE KING
POLICY ON DONATIONS FOR MISSIONS TRIPS**

1. Donations made for an individual's mission trip are tax deductible as allowable by the IRS. **YOU MUST NOT INDICATE A PARTICIPANT'S NAME ON THE CHECK.** Funds will be deposited upon receipt by Church of the King and cannot be returned. In the event that surplus funds are raised or an individual is unable to go for any reason, funds will remain in the missions account and will be used to help sponsor other individuals or for any trip-related expenses. Funds, by law, must remain for use at the discretion of the church and do not belong to the participant.
2. All donations raised by an individual for the purpose of a Church of the King sponsored mission trip must be surrendered to Church of the King in a timely manner whether or not the individual participates in the trip.
3. **Please be sensitive in asking Church of the King members for support. You can only ask those with whom you have a deep personal relationship for support, i.e., no open solicitation; no "cold calling."**
4. All checks shall be made payable to "Church of the King" with the words "Mission Trip" in the memo field. In order to comply with the IRS, a check will be returned to the donor if an individual's name is in the memo field (no exceptions). A mission trip support card is also available for you to provide donors and may accompany their check.
5. Trip support may also be made by credit card by contacting Gwen Plauché in the REACH Department at 985.292.3152
6. No individual shall communicate to a donor any information contrary to this policy.

Mission Trip Checks



Yes!
Mission Trip
Cambodia Trip



No
Application Fee
Deposit
Amanda's Trip
Any Name
Reach Dept.

-Please write "Mission Trip" in the MEMO section of the check.
- Due to IRS Guidelines, we cannot accept checks with Application Fee, Deposit, or Names in the MEMO section of the check.
- Incorrect checks that are submitted are returned to the sender with a request for a correction.

Please attach a Trip Support Card for trip donations to specify the recipient and trip name.

An Important Note on Fundraisers

Many trip participants will hold a fundraising event to help raise funds. Please remember this important note: ***If the person donating money towards your trip is receiving anything, they cannot receive tax credit for their donation or make their check out to Church of the King.***

The money received from these events should be collected and turned in by you to the Reach Department for credit to your account.

Please do not collect checks made out to Church of the King for any of the following activities:

- Garage sales
- Food sales
- T-shirt sales
- Yard work
- Anything in which the donor receives something of value