



# “Support Raising” Packet

# Trip Payments

## Payment Information

- ☑ Money for airline tickets and visa processing (if applicable) must be in our office as soon as possible (check with your team leader for the Payment Schedule for your specific trip).
- ☑ You are responsible for covering the cost of meals and transportation for you and your translator if you choose to take an excursion to the city. This cost will probably vary between \$10 and \$20, plus any entrance fees for places that you choose to visit.
- ☑ No travel changes are allowed from the itinerary. Due to IRS rules, no personal travel may be combined with the trip.

All trip payments are treated as donations to M.P. and are fully tax-deductible. All donations are under M.P. control according to IRS regulation in regard to non-profit organizations.

## Donations sent on your behalf

- ☑ If you or any donors wish to receive a **tax-deductible contribution** receipt and you are paying by check or by money order, please **do not write your name** anywhere on the check or money order. Instead, **insert a note** stating the name of the person going on the trip or include the personalized Response Donation Card you received from MP with this packet of information. Make checks out to “Mercy Projects”.
- ☑ Donors may send their donations directly to MP if they desire, unless other arrangements have been made with your group (check with your team leader).
- ☑ MP strongly encourages that team members send thank-you letters to their prayer/financial supporters. You may call to see how much support our office has received on your behalf. Or for your convenience, you may email [zach@mercyprojects.org](mailto:zach@mercyprojects.org) with your request for the information regarding the support received on your behalf (Please also refer to the “Support Tracking” doc.).
- ☑ Although we prefer checks, donors can call MP and make a donation using their credit card or bank debit card. Please encourage them to call 951.696.5244 during our business hours of 9am to 5pm (PST) Monday through Thursday. Donors may also donate online at [www.mercyprojects.org](http://www.mercyprojects.org) (Navigate to “Donate” under top menu).

## Cancellation Policy

- ☑ Financial support received by MP on your behalf, whether donated by you or someone else cannot be refunded under normal circumstances. Some exceptions may be approved by the MP office. All money received by MP designated for the support of an individual to take part in a mission trip or project is treated as a tax-deductible donation for that trip or project and must be used accordingly. A tax-deductible receipt is issued to the donor.
- ☑ If trip support money received by MP, on your behalf, is in excess of your balance due, the overage can be applied to another person, as approved by MP, or will be used for that outreach project. We cannot “carry it over” to a future ministry trip or project.  
**These rules are based upon IRS regulations. We appreciate your cooperation.**

# Fundraising *...misconceptions/concerns vs. Truth*

Common Feelings	Biblical Truth	The Facts
<p>“I feel guilty asking for money for something that is exciting and could possibly sound like a vacation.”</p>	<p>Read Psalm 40:7, 8 and Hebrews 12:2 and compare these passages with Paul’s testimony of his life and ministry in II Cor. 4:7-11; 6:3-10. Note the contrasts of “joy” and “desire” (or delight) with suffering and hardship. Ask God to help you communicate a realistic view of your ministry.</p>	<p>Excitement over service for God will be caught by your friends and family. There is nothing wrong with this kind of excitement. The work and experience you will have will be both exciting and difficult at times. Your communication of all aspects of the ministry will be important (Although personal growth naturally follows, this is not primarily a trip for you. We go to GIVE).</p>
<p>“I don’t feel like I’m anyone special to be asking for money.”</p> <p>“There are plenty of better things that people would rather give to.”</p>	<p>Read Exodus 4, Judges 6, and Isaiah 6:1-9. Note the affirmations God makes concerning how He sees Moses, Gideon, and Isaiah. Ask Him to show you how He sees you. Reflect on Psalm 139 and notice God’s care for you.</p>	<p>You are a child of the Most High, the Lord of Lords, Almighty God. He has reached out to you, forgiven you of your sin, filled you with the Holy Spirit, and now has called you to proclaim what He has done. We base our worth not on what the world sees as important, but on the reality of God’s relationship with us and what He calls us to do. That is worthy of support.</p>
<p>“Asking for money goes against everything I’ve been taught.”</p> <p>“I feel like I’m a welfare case.”</p> <p>“I just don’t like asking for money.”</p> <p>“Asking for money is uncomfortable, because people’s money is a private affair.”</p>	<p>Think through Christ’s commission to His disciples in Matt. 28:18-20 and Acts 1:8 and His words of purpose in Matt. 16:18. Whose cause are you serving and inviting your friends to join you in?</p>	<p>You are not asking for money for yourself but for God and His work in and through you. You are merely a steward of God’s gifts as are your potential donors; therefore, you are working together to help fulfill the Great Commission. Asking for financial donations for secular issues has been around for a long time and is well accepted. Your trip, however, will be effecting lives for the Kingdom of God for eternity.</p>
<p>“The job is impossible”</p> <p>“I don’t know very many people.”</p> <p>“The people I know don’t have a lot of money for themselves, let alone for me”</p>	<p>Reflect on God’s faithfulness and awesome power in Exodus 14 and 15.</p>	<p>It is God who is the provider, not people. It is God, the Creator of the universe, who is calling you to His work, and He will be faithful to you and those who give to you. God’s desire is that all of His people give to the advancement of His kingdom, regardless of their financial situation. He will prompt people to respond to you, even people you think can’t afford it.</p>

**\*For more info. regarding donations for your trip, see the “Trip Payments” form**

*other* **Fundraising Ideas** *(Besides Support Letters)*

Ask Directly	Work Projects	Online Fundraising
<p>Identify 5 or more people to whom you sent support letters that you know well and feel comfortable in personally approaching for financial support. Pray that God will lay specific people on your heart.</p>	<p>Inform your church, school, neighbors that the team members are up for hire for odd jobs (painting, lawns/garden work, housework, etc). Share about your trip and explain that the proceeds will go towards this outreach. Offer a Saturday morning or an afternoon.</p>	<p>Use the internet to your advantage! MP is registered a <a href="http://www.razoo.com">www.razoo.com</a>, a free online fundraising tool. Find MP and click, start fundraising. You can set-up your own personal fundraiser that is easy to share by email and social networks. It shows your progress and is seen by all MP's supporters!</p>
Ask your Church	Local Restaurant	Civic Clubs
<p>Contact your church and identify who the proper contact is. Whether it is a missions pastor, or a special committee, mail them a personalized letter. Follow-up with a phone call after a week. You might also ask if they have any "Undesignated Benevolences" available (money set aside each year for charitable giving).</p>	<p>Often times local restaurants or coffee shops will be willing to help raise money for your trip. They may designate a night or series of days that they will give a percentage of sales to a good cause (such as yours). You bring customers to them, they donate to you. Ask about any other programs they may already have in place.</p>	<p>Search for local groups such as a Rotary Club or Elks that would be willing to donate to your team. Ask if you can give a presentation and explain more about the ministry to at-risk children around the world. You can contact MPI for pictures or further ideas to share at such a meeting.</p>
Car Wash/Bake Sale	Garage Sale/Rummage Sale	Church Dinner
<p>You can either charge a certain amount or have by "donation only" sales/washes. Some companies might be willing to match the donations you make if you hold the sale at their store (Wal-Mart).</p>	<p>Don't stop at selling just <u>your</u> old clothes and furniture. Ask for donations from friends and neighbors. They often are blessed just to have someone clear out their old storage space for free!</p>	<p>Host a dinner at your church. Sell tickets and provide a fun atmosphere of fellowship, food, and learning about your trip. Spaghetti or donated food from a restaurant always helps! Use this opportunity to teach them about the country and people you will be ministering to.</p>
Facebook	Arts and Music	Recycling
<p>Facebook makes it easy to create pages like "Groups" for any occasion, cause, or interest. Make sure you provide the information they will need to know how/where to send a donation for your trip. *See note at bottom of page.</p>	<p>Are you a dancer, artist, or musician! This is the perfect time to share your talents as well as your heart for missions. Host a performance/show/display at your church, local coffee shop, or school. People love to give in these situations.</p>	<p>Collect bottles and cans at home, school or church functions, or at work. It takes time, but it adds up quick if you are consistent. Friends might be willing to set them aside at their house if you are willing to pick them up.</p>

**\*For more info. regarding donations for your trip, see "Trip Payments" form**



## How to Write a Support Letter

**First** make a list of all your potential sponsors. Think of everyone that you know. It may help to grab a list from a recent family wedding list or use your family's address book to help jog your memory. If you limit yourself to only Christians or those you feel will give, then you may disqualify those God wants to become sponsors. So grab a pen and make a list of at least 50 potential sponsors.

Here is a list to help you begin brainstorming:

Family/Relatives	Friends	Church
Stores you frequent	Bible Study Group	Coworkers
Teachers	Local Christian Businesses	School Friends
Local Missions Groups	Address Book	Hairdresser
Members of Clubs you belong to	Your local Bank	Business Associates

**Second**, read and follow the guidelines below as you begin drafting your short, personal letter that will present your trip to these potential sponsors. Be sure to limit this letter to one page, so you don't overwhelm your readers.

### Guidelines for your Support Letter

- A specific date of when the letter was written
- A greeting to each person you are writing to. Try not to be vague with "Dear Family and Friends," a letter is much more personal when the greeting is specific such as "Dear Aunt Sally." Also, include a cordial greeting like "I hope you are doing well."
- A brief introduction to your trip with information about the country/culture you are going to. Where are you going? Why are you going on this mission trip? What do you hope to accomplish?
- Briefly state information about the sending organization. If you are going with your church through MP, then let them know that your church team is going with MP. If you are attending an MP program directly through MP, then you can add that you are going with a mission agency, Mercy Projects, which has been working in Eastern Europe since 1980. This will help your sponsors know they can trust your sending organization. Feel free to include our website ([www.mercyprojects.org](http://www.mercyprojects.org)) if they want to learn more about the ministry.
- Ask for prayer support. Let the reader know that you are developing a support base for both financial and spiritual support.
- A statement of cost/need. Be sure to include the application fee, trip cost, and airfare in the amount.

- Encourage the reader to respond before your deadline. Be sure to let them know that your money is due to MP (or your school or church) and include the date.
- Include clear instructions on how contributors are to respond, including the following information (if your leader has instructed that funds will be sent directly to MP):

“If you feel that God has laid it on your heart to support me on this mission trip, then please make your check payable to ‘Mercy Projects and put it in the enclosed envelope with the enclosed Donor Return Card. Due to IRS regulations, my name may NOT appear anywhere on the check in order for you to receive a tax-deductible receipt; so be sure to include the Donor Return Card or a note with my name to ensure the gift is credited towards my trip. Please mail all financial support to:”

**Mercy Projects  
PO Box 685  
Murrieta CA 92564**



- Make Checks Payable to “Mercy Projects” (Unless your school or church group has decided otherwise; check with your team leader or MP representative).
  - MP provides special Donor Return Cards to team members to send out to potential sponsors. Make it easy for sponsors to respond and send donations! Download a blank card online with this packet or contact MP for a PDF of a personalized Card.
- End your letter with a sign of gratitude and appreciation. They have already taken time to hear your request so now we need to leave it to the Holy Spirit to lead them in their giving. Whether they give financially, spiritually through prayer, or even if they do not respond, you should be thankful for the opportunity to share the need in the country you are going to.
  - Include a closing and signature.

### **What Next?**

Once you have completed your letter and mailed it to your friends, family, co-workers, etc... then track your donations using the “Support Tracking” form. This form will help you to keep track of how much money you have raised, how much more you need, who you have thanked, and who you need to send a report to when you return from your trip. It is important to show your appreciation before and after your trip and remind them that they are helping fulfill the Great Commission by enabling you to go. They are a vital part of this entire short-term mission process. MP will supply you with reports of the donations that are received (by their office) on behalf of your participation on this trip.

## Sample Support Letter

(Customize your letter by at least editing highlighted sections!)



April 1, 2099

Dear (insert name here),

I hope you are doing well. I am very excited to share what God has been doing in my life! The Lord has been shaping my path and my thoughts by leading me to an opportunity to go on a mission trip to (Insert Country). Although I know I can't share Christ with every one of the 3 million at-risk children in Eastern Europe, I am looking forward to ministering to the orphans and at-risk children who attend the Mercy Projects camp this (enter season; summer, winter, fall, or spring). (Note: take this time to share specifically what you will be doing on your particular trip; this may differ if it is a orphanage rather than a camp). I am praying that God will let me witness a revival among the children who so desperately need to hear the gospel message for salvation. The dates of our camp in (insert country) are (insert dates).

Through the partnership of an organization called Mercy Projects (MP), which has been around since 1980, and the (school or church) I am attending, (insert name of school or church name), we are reaching out to these at-risk children and ministering to both their practical as well as their spiritual needs. Please pray for me during this time, as I know that I will need God's protection and wisdom throughout this trip.

In order to reach the people of (Insert country) for Christ, there are both prayerful and financial responsibilities that come into play, and I would like to invite you to become involved. My full trip cost is (insert amount). Funds for my trip are due to the MP office by (insert date).

Will you please prayerfully consider supporting me with a financial donation as well as prayerful support? If you feel that God has laid it on your heart to support me on this mission trip, then please make your check payable to "Mercy Projects" and put it in the enclosed envelope with the enclosed Donor Return Card. Due to IRS regulations, my name may NOT appear anywhere on the check in order for you to receive a tax-deductible receipt; so be sure to include the Donor Return Card or a note with my name to ensure the gift is credited towards my trip. Please mail all financial support to:

**Mercy Projects  
PO Box 685  
Murrieta CA 92564**

*Gifts may also be given online via credit card at [www.mercyprojects.org](http://www.mercyprojects.org) ("Donate" tab)*

I am very thankful that the Lord has called me to this ministry, and I would like to thank you for partnering with me through prayer and possibly financial support. I am looking forward to witnessing God's amazing plan for (insert name of country)! I will send you an update when I return. Please feel free to contact me if you have any questions whatsoever about the trip, and again, I cannot thank you enough for your prayers and generosity.

Consumed by His call, (Insert your name here)

