

Support Letter Guidelines

1. Do not send letters to anyone who attends our church as they already have many opportunities to support this mission's trip through fundraisers.
2. Use the guidelines below to help you make the letter your own.
3. Keep the letter brief.
4. Consider including a picture (maybe of you working at a service project?).
5. Consider enclosing a stamped envelope addressed to the church in each of your letters.
6. Include a statement such as, "The total cost of the trip is approximately \$1,210. However, I have already been involved in earning money through fundraisers at our church. Through these fundraisers, gifts from the church, and personal funds, my remaining balance is \$____. My final payment is due May 26." You may need to adjust this statement depending on your situation.
7. Checks should be made out to Faith Church and sent to:

Faith Church
Attn: Brian Graham
1078 Gumtree Rd.
Winston-Salem, NC 27107
8. Donors should not put your name on the check but they should include a separate note stating the check is for you.
9. You must send out thank you notes to those who respond with a donation. I will let you know when donors send a check so that you can properly thank them. It is also a great idea to send these donors a letter about your trip after you return.
10. What happens if you get a GREAT response from your support letter and get more than what your trip costs? If you receive more money than what you owe through these letters, you can be reimbursed for the 'out of pocket' money you have already deposited to the church or spent on immunizations or passport expenses. Any excess funds above this will be used to help other students who are still in need.
11. In order for a student to receive any money from another student's excess, they must have sent out letters themselves to try and raise funds.
12. Amy or I would be glad to look over your letter before you send it if you would like us to.

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Financial and Prayer Support Letter Guidelines

This is your first tool for getting the support you need spiritually, as well as financially. Before writing this letter, sit down, pray, and ask the Lord to speak/write through you. The following is a format that you can follow in making your own letter:

Paragraph 1

Attention Grabber: This is your opening sentence of the letter. It should capture the attention of the reader in a way that will make them want to continue reading. Remember to be yourself!

Update: In a concise manner, bring the reader up to date with the current events surrounding your personal life.

Paragraph 2

Compel a Burden: At this point it is important to express your burden for reaching God's people all over the world. Share a story that has helped you realize your need to go on this summer's mission trip.

Paragraph 3

Opportunity: In this section you should explain what you will be doing in the DR.

Mission Dates: Make sure you include the dates of the trip, June 15-22, 2019.

Paragraph 4

Support Request: Explain to your supporter that you are completely responsible for raising your support and that you would like to know if they would be willing to join your support team through prayer and financially.

Financial Breakdown: Explain to them the exact amount of support you need to raise and let them know your deadlines for getting in the support. Remind them to make checks payable to *Faith Church* and to include a note with your name on it, but do not put your name on the check.

Paragraph 5

Closing: Let your supporters know that you appreciate their friendship and support in helping you to fulfill the call God has given you. Tell them that you will send them an update upon your return from your trip. Make sure you close the letter with your phone number and e-mail address.

Your Support/Prayer letter should contain the following things before being sent out:

1. Complete letter with correct information (recruit some proof readers!)
2. Return Envelope with Faith Church mailing address