



**NEHEMIAH VISION**  
**MINISTRIES**  
**Short Term Trip Fundraising Packet**

## Paying for a short term trip to Haiti through NVM

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Going on a short term missions trip is an unforgettable experience. But, like most things in life, it costs money. We strongly believe going on a short term trip to Haiti through NVM is one of the wisest investments you could make. It will not only benefit NVM and the people of Haiti, but you may be surprised at how much you gain from the experience! Please read through this packet and work with your Missions Team Coordinator to ensure you meet the financial commitment you made when signing up for this trip. You will need to raise/pay for 100% of the necessary trip expenses by four weeks prior to the trip.

### RAISING SUPPORT

The process for raising support is fairly simple but it does require a few things of you. Your Mission Team Coordinator is here to help with the following:

1. Read through this packet and prayerfully consider what your part will be financially.
2. Make plans to follow-through on your commitment to give sacrificially to this trip. That may include getting a part time job or setting up a personal budget.
3. Put together a support letter and make appointments to discuss your trip one on one with close friends and family.
4. Send out hand-written thank you notes to those who have committed to support you in prayer or financially, and turn in the support you receive to your team leader.

We do not assume that you will pay for all the costs associated with this trip, but we do expect you to prayerfully consider giving sacrificially toward part of the costs of your trip. "Giving sacrificially" means something different for each person. For some, giving one or two hundred dollars is a major sacrifice and represents a serious commitment to the trip. Others can easily afford to pay their own way and may want to "give sacrificially" by covering part of the costs for other members of the team. Either way, we do want you to contribute toward the trip in a way that reflects your willingness to make sacrifices in order to make this ministry possible.

If you cannot cover all your costs by "giving sacrificially," THAT'S OK. The majority of people who participate in NVM short term trips cannot afford to pay 100% of their costs. The process of raising support is both normal and valuable. We often find that people learn valuable lessons about humility, courage, and faith through the process.

There are several different ways to fund a short term trip support. Here are a few ideas:

- ❖ Get a part-time job to earn additional money that you can contribute toward the costs of the trip.
- ❖ Ask friends and relatives to contribute towards your mission trip in lieu of Christmas or birthday gifts.
- ❖ Have a one on one conversation with close friends and family to share with them about this trip and to ask them to support you both in prayer and financially.
- ❖ Send a support letter to people with whom you have a personal relationship, asking them for prayer and financial support.

## Support Letters and Appointments

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Support letters and appointments are a terrific opportunity not only to raise financial support for your trip, but to build a prayer team and to share with people who aren't following Jesus about why you want to go on this trip. These letters and appointments are a terrific opportunity to bridge into spiritual conversations with friends at work, at the gym, or with neighbors. Moreover, they are a good opportunity for you to step out in faith, learning important lessons about humility, courage, and trust.

The first step in sending out a support letter is "namestorming" – that is, putting together a list of names of people to whom you will send a support letter. One rule is important to keep in mind as you "namestorm."

Be sure you send letters to people with whom you have a personal relationship. *Mass mailings to people you barely know are not an acceptable way to recruit financial partners.* This includes leaders at the church. In the past, church leaders have received letters from church members they didn't know personally. Please use discretion in sending church leaders requests for support. Moreover, this rule applies when considering whether or not you should send letters to a whole group of people (i.e. a small group, ministry team, etc.). Before you do that, you should ask these questions: Is this a group that I regularly interact with? Do I have several good relationships in the group? Would it be better to make personal requests of these people? Do I have permission from the leader(s) of this group to make this request?

Having said that, we would encourage you to think long and hard about all the different arenas, both inside and outside the church, where you have personal relationships. Below is a list of people you may want to consider (if you have a **personal relationship** with them):

Parents	Accountant
Brothers	Banker
Sisters	Teachers
Relatives	Lawyer
Current employer	Dentist
Co-workers	Community leaders
Friends of the family	Barber/Hair stylist
Doctor	Police officers
Veterinarian	Insurance sales people
Civic club members	Realtors
Neighbors	Classmates
Coaches	Teammates
Sorority sisters	Bible study friends
Fraternity brothers	Prayer groups
Grocery store personnel	Secretaries
Friends	Fitness club members
Former employer	
Former co-workers	

When you namestorm try to come up with 100 names of people you think would want to invest in your ministry opportunity. Don't leave anyone out. You can prioritize later.

Once you have finished namestorming, begin tracking down addresses for each of the people on your list. This will take some hard work, but the hours you put into this effort will be well worth it later when you have a team of people who are eager to support you.

## **WRITING YOUR LETTER**

Once you have your list of names and addresses, you are ready to begin writing your support letter. There are several bits of information that you should include in your letter so that people will understand what you are doing, will recognize their opportunity to participate, and will know how to respond:

- Date your letter
- Personalize your greeting
- Bring yourself up-to-date with the reader if necessary
- Educate the reader about your trip – include:
  - dates of the trip
  - where you will be going
  - what the team will be doing
  - what your role on the team will be. One good way to explain what you and the team will be doing is to explain what the schedule of a typical day will be.
- Explain how God has led you to participate on this trip
- How much \$\$ you need to raise and how much you are contributing toward this trip from your own work/savings. People are always more eager to support you when they know that you are giving sacrificially to support some of your own costs.
- What the \$\$ will be used for (airfare, food, ministry needs).
- Where to send the money (back to you) and by when (remember your deadlines for getting your money turned in).
- If you are able to raise money through a non-profit organization (like your church) you must make sure donations meet their tax deduction requirements (usually this means checks must be made out to the organization and NOT contain your name anywhere on the check)
- Add a P.S. that is hand-written. Let them know you will follow up with a visit or a call on a specific day... and then do it.
- Include your phone number or email for any questions or comments
- Include an empty self-addressed envelope so they can send support checks back to you.
- If you have any artistic sensibilities – BE CREATIVE with your letter. Pictures, clip art etc., are great ways to make a letter feel more personal and to communicate your commitment and sense of enthusiasm about the trip. Try to think of what would get YOUR attention and then come up with a way to use some creativity in your mailings and presentations. The attached samples are to help you with wording and get an idea of content. Please feel free to spruce them up with pictures etc. and don't forget a handwritten P.S.!

Things to keep in mind as you write:

**People will give to short term trips when they feel informed.** Think about...Why am I going? How will the money be used? How can others become involved? How do you expect to grow spiritually through this trip?

**People will give because they believe their gift will change lives.** Help them understand how their gift will benefit God's Kingdom.

**People will give if you make them feel as much a part of the trip as those going.** It is important to communicate with them before, during and after the trip so that they feel like they are part of the team. They will want to know how to pray specifically for you during the trip and they will want to hear how the trip impacted you after you return. You may want to start a blog about the trip, or include a prayer calendar for people to follow along with during your trip.

**People will give when they sense you are completely committed to this trip and enthusiastic about it.**

## Sample Support Letter #1

Dear Fred,

Hi! Dennis and I have some exciting news that we would like to share with you. We have an opportunity to travel to Haiti July 22-29 on a short-term mission trip through Nehemiah Vision Ministries ([www.nehemiahvisionministries.org](http://www.nehemiahvisionministries.org)). During the week, we will be working in two different areas.

Dennis will be a part of a Medical Team serving in Chambrun Haiti. The team will consist of various health care professionals that will serve in an on-site outpatient clinic as well as hosting several traveling medical clinics in IDP (Internally Displaced Persons) tent camps.

I will be working in the same area of Chambrun, but will work with a team of people on construction projects. We will be painting the medical clinic and helping in the building of the onsite hospital. We are so excited about this opportunity to use our gifts and talents for God's kingdom.

In order to make this possible, we need to assemble a sponsorship team...people like you who can sponsor us as well as others financially and who would be willing to lift us up daily in prayer as we seek to serve God in this area. The total cost of the trip for the two of us is \$\_\_\_\_\_. This amount includes travel expenses, food, lodging, supplies and equipment that we will leave for the Haitian people when we return home. Dennis and I will be working to earn \$\_\_\_\_\_ for this trip, which means that we need to raise the remaining \$\_\_\_\_\_.

We would appreciate your prayerful consideration of giving financially to meet this need. Our deadline is May 1<sup>st</sup>. All gifts are tax deductible and your check needs to be made payable to First Street Church. I have enclosed a return envelope for you to mail contributions back to me and then I will turn them in at First Street Church.

We know that there are many opportunities each year to support these types of outreaches. So, if you have already financially contributed, please do not feel obligated to partner again in that way. But may I ask that you do mark your calendar to pray for this trip?

Dennis and I would also appreciate your prayer support as we prepare for the trip and especially in July during the trip. If you have any questions or would like more information about the trip, please do not hesitate to call us. Thanks so much for your support and consideration. God bless you!

In His Love,

Carrie and Dennis Smith  
[thesmiths@hotmail.com](mailto:thesmiths@hotmail.com)

## Sample Support Letter #2

Dear Karen,

I hope this letter finds you well. I am great and am enjoying the excitement and challenges that God keeps putting before me. I thought that coming to work at First Street Church would suffice for a while, but it looks like He won't take the chance of allowing things to get dull, even for a moment.

As you all know, Kevin has gone to Haiti on a mission trip for the last 2 years. This year I have been given the opportunity to join him. We will be leaving on October 21<sup>st</sup> for 9 days. Kevin has truly fallen in love with the people and the work and we are so grateful that I have a chance to share all this with him. I am told that videos and journals just don't come close to capturing the experience. We will be part of a team that will be involved in several different things while we are there. We will be leading worship at the International Evangelical Church in Port au Prince Haiti, working on a curriculum for a Christian School, and traveling to visit, pray, and give encouragement to missionaries in the area.

Over the last couple of months, God has taken me back to the school of prayer. He is showing me again how much vibrant prayer is rooted in a sense of my own need, and in a confidence in His ability to provide. He has been showing me those things through experiences at home and at work, but He is also asking me to pray and trust Him as I raise funds for this trip. The total cost of the trip for me will be \$\_\_\_\_\_. That will include airfare, lodging, food, and other ministry expenses. I will be contributing \$\_\_\_\_\_ toward the expenses of this trip, and I am trusting God to provide the remaining \$\_\_\_\_\_ through the gifts of friends and family.

I need to be bold and ask two things from you: 1) Would you mark your calendar for October and start praying every day for our trip? 2) Would you prayerfully consider giving financially to help cover the remaining expenses of the trip?

There is an envelope enclosed if you decide to support me financially. All gifts are tax deductible and checks should be payable to First Street Church with "Haiti Trip, October 2004" written on the memo line. Kevin and I both appreciate your prayer support. If you have any questions or would like more information about the trip, you know how I love to talk. Thanks so much for your support and consideration.

In His Service,

Susan Smith  
[Suesmith@hotmail.com](mailto:Suesmith@hotmail.com)

## SENDING YOUR LETTER

- Does your letter contain all the critical bits of information listed above?
- Have you included a self-addressed envelope and detailed instructions about how to write a support check?
- Have you prayed for this effort and paused to remember that all the \$\$ in the world belongs to God... you're just asking Him to reallocate it.

## WHAT TO DO WITH CHECKS YOU RECEIVE

- 1.** Keep a list of people who support you that includes:
  - Their name
  - Their address
  - How much support they contributedYou will need this list to keep track of how much you have received and to write thank you notes. You can use the form that is near the end of this packet.
- 2.** Mail a handwritten thank you note immediately after receiving a check or a commitment from someone to pray for your trip.
- 3.** Put checks/cash AND a copy of your updated support tracking spreadsheet in an envelope with your name and the name of the trip you're going on.
- 4.** Send the funds directly to the trip leader.

## APPOINTMENTS

In addition to the letter that you send to many people, we would encourage you to set up one on one appointments with some of your close friends and family to discuss the upcoming trip and ask for their support. This is often the most effective means of raising support.

- Call a couple of weeks in advance to set up a time to talk together. Face to face meetings are best if there is any way to do that. If not, set up a time to talk on the phone.
- Let him/her know that you want to talk to them about your upcoming trip and want to “discuss the possibility of them supporting you.” Setting that expectation for the conversation is important so that they do not feel misled about the purpose of your setting up a time to talk with them.
- When you meet, share about the details of the trip and why you are eager to participate. The same information you provided in your letter will be appropriate here.
- The Big Ask- Make sure you ask them clearly if they would be willing to support you financially and/or in prayer. Do not assume that they will bring this up if they are interested. You must ask.
- Respect their decision either way and thank them for taking the time to hear about your trip.

## ***Thank you notes and follow up communications***

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Keeping the partnership team updated – before, during (if possible), and after the trip is important. It helps your support team feel the importance of their contribution (financially & in prayer) to your trip.

Here is a typical scenario:

1. Someone is asked to support a person going on a mission trip
2. They give a financial gift
3. That person never hears from the team member again about the trip
4. Then someone else sends a letter to the same person asking for support
5. No support is given based on the first team member's lack of partnership development

Communication before, during, **and after** the trip is an important piece of the puzzle.  
**DON'T LEAVE IT OUT!**

Before the trip:

- Send thank-you notes to your supporters – you may want to include a list of specific prayer requests, or a list of scriptures that they could pray for you and your team.

During the trip:

- You could send an email to supporters during the trip with updates.
- You could start a blog to keep supporters posted during the trip.

After the trip:

- Send a letter to your supporters that includes a picture or two. They will want to know whether the trip was a success and how it impacted you. A letter is the bare minimum. If you would like to do something more elaborate to share with your supporters, you may want to put together a DVD to send to each of them, or have them over for a dinner party where you share stories from the trip.
- Follow up communication is critical for your relationship with your support team. **Do not overlook this responsibility once you return home.**

NOTE:

Funds turned in to Nehemiah Vision Ministries can not be returned for any reason due to IRS regulations for non-profit organizations. If funds are raised in excess of your trip cost, they can be applied by your team leader to another team members cost or donated to NVM.