

## Payment and Support Raising Instructions

### *Mission to Bloomington*

*A service oriented, evangelistic outreach trip in Bloomingtons*

Once you have been approved to take part in the mission trip, it is your responsibility to collect and submit the necessary gifts by the deadline. There are two options for giving these gifts.

1. You may give the entire gift amount yourself.
2. You may raise funds from other contributors to cover all or a portion of your gift.

\*All contributions, including those given by you, are tax-deductible.

### **Support Raising**

As mentioned above you may ask others to contribute to the mission trip to cover your gift. The most common way of doing this is to send a letter to potential donors (friends, family, co-workers, neighbors, etc.). It's a good idea to include a general overview of what you will be doing on the trip as well as some personal thoughts on why you have been motivated to participate. Enclosed you will find one sample support raising letter. The following paragraph is a required part of the support letter that each missionary sends out for support raising purposes.

***“Gifts to support mission trips sponsored by Evergreen Community Church are tax-deductible. Checks must be made out to Evergreen Community Church. Should the mission trip become over funded the excess funds may be used for a different mission activity to be determined by Evergreen Community Church. In the unlikely event that the mission trip is changed or canceled, or the missionary is unable to make the trip, Evergreen Community Church will use the collected funds for missions activity to be determined by Evergreen Community Church.”***

### **Submitting Funds**

As you receive the gifts from yourself and/or others, submit them promptly to your team leader or designated contact, along with a Mission to Bloomington Support Form (see next page). You will need to submit the balance of your fee by the deadline in order to participate on the trip. Keep a running total of what you have raised so far so you can be sure to have the necessary funds submitted before the deadline. Make sure that “Mission to Bloomington” and the missionary’s name are always written in the memo portion of each check.

***Send your gifts/checks to Evergreen Community Church at the address below.***

Evergreen Community Church  
Attn: Mission to Bloomington  
2300 88<sup>th</sup> St.  
Bloomington, MN 55425

Each time funds are sent in they should have a copy of the Support Form (see next page) attached to the gifts sent. If multiple missionaries send funds together please make sure each group of checks are separated and clipped together with the missionary’s name and the financial form attached to the gifts.

## Mission to Bloomington – Support Form

Missionary: \_\_\_\_\_

Number of gifts: \_\_\_\_\_ Amount enclosed: \$ \_\_\_\_\_ Total raised to date: \$ \_\_\_\_\_

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## SAMPLE FUND RAISING LETTER

Dear Family and Friends,

I hope this letter finds all of you well. I am writing to share with you an adventure I am going to be involved with this summer. I am joining about 100 others in taking a week of vacation to participate in a volunteer service trip called "Mission to Bloomington." While many trips are sent internationally, I'm looking forward to digging in and doing some good in "my own backyard".

I am looking forward to many exciting activities throughout our week. We will be doing a variety of activities like operating a day camp for kids, sponsoring community nights by organizing neighborhood picnics and carnivals in city parks, running sports and service events for the international communities, conducting spiritual surveys, and spreading joy through creative kindness and service projects.

We will be working with Evergreen Community Church.

The trip will take place August 1-10. I am wondering if you would consider supporting my efforts by sponsoring the trip financially. I need to raise a minimum of \$250 dollars by July 1<sup>st</sup>. The money goes to cover the expenses of the kid's camps and the various events and service projects that we will be undertaking.

If you would like to contribute, please send a check made out to Evergreen Community Church to me at the following address.

Joe Clark  
### My Street  
My City, My State, My Zip

Thank you for your support. Feel free to call me if you have any questions about the trip.

Joe

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