

FUNDRAISING & DONATIONS

New Life Global Ministries Fundraising Philosophy

We believe that team members raise funds for the entire team and not just for themselves. Also, teams raise funds for all Global Ministries mission teams and not just their own team. The goal is for all New Life Global mission teams raise money as a church body. The benefit is seen when one team member exceeds their personal goal, they can help other team members that are below their goal. Also, when one team exceeds their team goal, they can help other teams that fall short of their team goal. There are no refunds if a team member or team exceeds their team fundraising goal. Any excess funds in a team member or team account will be used for missions ministry purposes as directed by New Life Church Global Ministries.

Donation Instructions

- Checks must be made to New Life Church in order for the donor to receive a tax credit.
- Memo section: write name of mission trip
- Include a reply card or note with the name of mission trip, name of team member & name of donor
- Mail check and reply card or note to team member.
- Any checks directly sent to the church must include a reply card or note with the name of mission trip, name of team member & name of donor.

New Life Church
Attn: Accounting Dept
11025 Voyager Parkway
Colorado Springs, CO 80921

Online Donations

An account will be made for each individual going on the team. Families going on the team will have one joint account.

Donations Are Non-Refundable

- **If you cancel your trip, all your donations will go to the team general fund.**
- **If you raise more than the cost of your trip, there will be no refunds to you or your donors.**
- **Once a donation is given to New Life Church, the donor and intended team member does not have ownership of the donation.**

What if A Team Members Or Team Raises More Than Their Goal

Any excess funds raised by a team member or team will be used to help team members or teams that have fallen short in their fundraising. No refunds will be given to donors.

Team Members Not Fully Raising Funds

Any team member that does not fully raise the cost of the trip is personally responsible for the amount not raised. Global Ministries has the right to use excess funds raised by team members for the benefit of a team member who has not fully raised their support. However, this should only be done when the team leaders believe the team member has put full effort into raising the needed funds. Ways to judge this effort are by the number of support letters sent out, number of follow up phone calls, and attendance/participation at team fundraising events. Team leaders must keep track of each individual team members' amount they have raised and if they find themselves in a situation where a team member must contribute personally, those conversations will be handled by team leaders and Global Ministries Staff.

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Team Leader Responsibilities

Communicate to your team that team members are responsible for raising their own funds and the church is not pay for their mission trip. Carefully track the progress of team members in raising money and meeting financial deadlines. Also, communicate that it is a team effort to raise the overall amount. The two primary ways our teams raise money are personal support letters and team fundraisers.

Team Member Responsibilities

Team members are responsible for raising funds for themselves and the team. The church is not responsible for paying for your mission trip. Do your best to fundraise and meet financial deadlines. The two primary ways our teams raise money are personal support letters and team fundraisers.

Benefits Of Raising Financial Support

- Allows others to be part of spreading the gospel through their financial support
- Builds team unity as your raise finances together
- Team leaders can relate to the team by sharing in the fundraising process
- Trusting for God's provision

Fundraising is a very important part of every mission trip! Team members and team leaders should fundraise for their trip with their team. Asking for financial support may be outside of your comfort zone but even Jesus had financial supports for His ministry: *After this, Jesus traveled from one city and village to another. He spread the Good News about God's kingdom. The twelve apostles were with him. Also, some women were with him. They had been cured from evil spirits and various illnesses. These women were Mary, also called Magdalene, from whom seven demons had gone out; Joanna, whose husband Chusa was Herod's administrator; Susanna; and many other women. **They provided financial support for Jesus and his disciples.** (Luke 8:1-3)*

Global Ministries will provide tools to help you with fundraising ideas, support letters and marketing. We encourage you to look beyond the New Life Church body for your financial support. This is a great opportunity to reach out to the community and let them know about your mission trip. Global Ministries will let team leaders know of any opportunities to fundraise, as they become available.

TEAM FUNDRAISING

Money from Team fundraisers are not always applied evenly to each team member. It depends on the overall need of the team to raise the total. Once the team has most of their support raised, the money is divided among those team members who were not able to complete their fundraising goal. Once the fundraiser money is factored in, the team member is responsible for the remaining balance due.

TEAM FUNDRAISING POLICY

1. Fundraisers are not allowed on church property during:
 - Sunday morning or evening services.
 - Large gatherings or special events such as Easter, The Thorn, Desperation Conference, Mother's Day, Father's day, 4th of July, Thanksgiving, Christmas, etc.

Examples of Fundraisers not allowed on New Life Church property:

- Selling flowers during Mothers day on Sunday morning
- Dinner banquet during Christmas evening service
- Car Wash during Sunday morning services
- Selling items

Examples of allowed fundraisers on New Life Church property:

- Silent Auction Dinner on a Thursday evening as long as there are no big church events scheduled
- Car Wash on a Saturday afternoon as long as there are no big church events scheduled
- Spaghetti Dinner on Monday evening as long as there are no big church events scheduled

2. Donations are non-refundable
3. Any funds collected above the individual's and/or team's required amount will be either donated to needs directly related to the ministry of this trip or to fund additional needs for other within New Life Church Global Ministries trips.

These team events provide the team with an opportunity to share about their trip's purpose and how people can be involved with supporting the project. While the team may be focused on raising support for their trip, the events should be primarily focused on community building.

Team leaders may delegate responsibilities of team fundraisers by assigning the "job" of fundraising to other team members. Those team members should be responsible for coordinating the event but the entire team should participate. If you are planning to have more than one fundraiser, you may wish to divide the duties among several or all team members.

Be creative! Each year we will have multiple Global Ministries teams heading out. While that is so exciting, remember that Global Ministries may be overburdened with requests to support teams financially. Challenge your team to think of new and creative fundraising ideas and potential donors specifically targeted in the community (outside of New Life Church).

Decide how many fundraising "events" you want to do with your team. We recommend no more than 2-3 events per team. Also remember that any events that would require tech labor from the church (ie. concerts, movie nights) must be paid for by the team's budget.

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Helpful Hints:

- Coordinate fundraising events with other teams – it really assists in the community building aspect and creates a larger buzz about the event!
- Delegate responsibilities to team members for fundraising events.
- Set deadlines for support to be raised (see timeline above).
- Plan to have all funds raised one month prior to departure date.
- Cover support letters at your first team meeting.
- Set a deadline for support letters to be completed and mailed.
- Clarify what events qualify as tax-deductible status so your donors are knowledgeable. If a good or service has been given in connection to a person's donation, it is not tax deductible (ie. donations for a movie night are tax deductible, but not a dinner).

Fundraising Event Ideas

- Carwash (look for an organization to match the funds that you raise)
- Coffee house independent of all Frontline services
- Silent fundraiser or Benefit
- Fun Run
- "Chore" requests-babysitting, house cleaning, etc.
- Restaurant Night
- Golf Charity Scramble

HOW TO WRITE AND SEND SUPPORT LETTERS

1. Letters should be no longer than one page in length. Anything longer will lessen the effect of the letter.
2. Donors should send donations to you personally:
 - This will let you keep a personal track record of your donors and prayer support
 - Then you will bring your donations to New Life Accounting Department
3. Be sure to include supplemental materials such as:
 - Self addressed (to you), stamped envelope
 - Reply card: this allows your reader to notify you of their support (whether it's prayer, financial or both)
4. Letters should include a brief description about the country/culture you are going to.
5. Letters should also have information on the sending organization and the hosting organization. The sending organization is the church or ministry planning the trip. The hosting group is the mission agency and/or national church with whom you are working.
6. Include a description of what the team will be doing. Mention why the team is doing this particular project. For example, if the team is building a medical clinic – why is that a need in the community?
7. Include the cost of the trip per person.
8. Mention why you want to be involved in this trip. Briefly list your strongest reasons for going on this trip. You may mention a desire to become more globally aware and develop a deeper faith. But readers would be more likely to donate money to an actual project or activity they can see.
9. State how you would like your readers to be involved. You need to address why you are asking people to contribute financially. Go back to the project description mentioned in the third guideline and ask the reader to participate in this endeavor by supporting you and contributing to the specific expenses you would incur by going. This need not be a long “sales pitch” but rather a simple request.
10. Clear instructions on how contributors are to respond, including:
 - Make the check payable to New Life Church
 - Checks should not be made payable to you if the contributor wishes the donation to be tax deductible)
 - Name of mission trip written in the memo section of the check
 - Complete the reply card and send it (as well as the check if applicable) back in the self addressed envelope
 - Specific date of when you need the funds
 - Also mention that online donations are available at the church website www.newlifechurch.org
11. Please be sure to mention in your letter that any funds collected above the individuals and/or team's required amount will be either donated to needs directly related to the ministry of this trip or to fund additional needs within New Life Church Global Ministries.

Please use the following in your letter for consistency:

- Checks can be made payable to New Life Church, with the memo reading “Men's Afghanistan 2012”
- Do not put my name in the memo section
- Return check, reply card or note with my name and trip name to me in the enclosed envelope by (deadline)
- You can also make a donation online at www.newlifechurch.org. Click on the “GIVE” tab and follow the instructions. You may be asked to log in with a username and password but you will not be added to any mailing lists or promotional materials. Select the Men's Afghanistan team and select my name when it asks for a team member
- All contributions are tax deductible and are non-refundable.
- If I am successful in raising my financial goal, any and all excess funds will be applied to either the needs directly related to the ministry of this trip or to fund additional mission needs within New Life Global Ministries.

SAMPLE SUPPORT LETTER

Dear Joe,

I hope you are having a great summer! You are an important person in my life so I want to share with you an exciting ministry opportunity that God has presented to me.

New Life Church is going to Honduras on a mission trip from June 10 – 20, 2012. The goal of the trip is to serve one of our New Life missionaries that works with orphans in a small village in La Ceiba, Honduras. I will be helping to put a new roof on at the orphanage and also feed over 1,000 children in the community.

I need 20 prayer partners to stand with me and believe God for the success of this mission trip. Prayer support is essential for me and all the lives that will be impacted in Honduras.

Another way you can be involved is to help provide financial support. I only need to raise \$3,000 for this exciting mission trip. I have included a postage-paid envelope and reply card to make it easier for you to contribute. Also, there will be a total of 20 students going on this trip and we have a team goal to raise \$66,000. *(Multiply the individual cost by total team members, and then add 10% of team total for your team goal)* I will need to raise all my funds by April 1st 2011 in order to pay for airline tickets and other items.

If you would like to make a financial contribution to this team, a check can be made payable to New Life Church, with the memo reading "Honduras Orphans 2012". Return to me in the enclosed envelope by (deadline). Or, if you'd prefer, you can make a donation online at www.newlifechurch.org. Click on the "GIVE" tab and follow the instructions. You may be asked to log in with a username and password but you will not be added to any mailing lists or promotional materials. Select the "Honduras Orphans 2012" team and type my name when it asks for a team member. All contributions are tax deductible and are non-refundable. If I am successful in raising my financial goal, all excess funds will be applied to either the needs directly related to the ministry of this trip or to fund additional mission needs within New Life Global Ministries.

I look forward to doing God's work in Honduras and letting you know all about how God has worked through this team when I return in June. If you have any questions or would like more information concerning this trip, please contact me at 719.555.1234 or email me at emailme@email.com.

God Bless,

Your name

P.S. I need to raise \$3,000 by May 1st so I can help orphans in Honduras! *(Very important to re-state your need)*

SAMPLE REPLY CARD

Name of Mission Trip _____

Name of Team Member _____

- Yes, I will commit to praying for your team!
- Yes, I will commit to financially supporting your team by giving
\$ _____

- Please make your check payable to New Life Church
- Memo Line: Write HONDURAS ORPHANS 2012
- Please do not put my name in the memo line or write the checks to me.
- Mail this reply card back to me:
- "TYPE IN YOUR MAILING ADDRESS"

Donor's Name
Address
Phone #
Email

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HOW TO FOLLOW UP WITH POTENTIAL DONORS

WEEK #1 Create a list of names: friends, family, classmates, co-workers, etc.

- Make your letter personal: you can change format into a brochure or postcard
- Mail your letters with a stamped return envelope

WEEK #2 Connect with more potential donors

- Hand out letters to people that you do not have addresses
- Call people that you do not have addresses and tell them about your trip
- Ask your friends, family, classmates & co-workers to give the letter to their friends

WEEK #3 Connect with more potential donors

- Send an email blast two weeks after you mail your letter. Create a condensed version of your letter and email all your contacts. Attach the original full letter to the email
- Use Facebook or other social media to promote your trip
- Telephone your friends and tell them about your trip

WEEK #4 Re-contact people on your list to give them an update on your fundraising

- Send everyone a follow up letter
- Email Blast
- Social Network: Facebook, Twitter, etc .

4 WEEKS PRIOR TO YOUR FINANCIAL DEADLINE: MAKE FINAL SUPPORT APPEAL

- Send final support letter emphasizing financial deadline

3 WEEKS PRIOR TO YOUR FINANCIAL DEADLINE: MAKE FINAL FINAL SUPPORT APPEAL

- Email Blast
- Social Network
- Phone Call

BONUS FUNDRAISING TIPS

- Keep electronic copy on your computer to email to people you meet
- Keep extra letters in your car to hand out to people you meet
- Purchase small souvenirs or postcards for everyone that donates to your trip

Ideas For Fundraising Contacts

Parents, brothers, sisters

Aunts, uncles, cousins

Grandparents, retired people

Current/former employers

Current/former customers

Current/former neighbors

Friends/employers of parents

Service/sales reps

People who led you to Christ

Avon/Mary Kay lady

Doctor/Dentist/Chiropractor

Hospital personnel/Nurses

Apartment managers/landlord

Realtors

Kiwanis/jaycees/lions club

YMCA/YWCA

Rotary & women's clubs

Men/Women Christian Business Club

Boy/girl scout leader

Hair stylist/barber

Police/mailman

Grocery store personnel

Plumbers/electricians

Coaches/trainers/directors

Co-workers

Builders & contractors

Bank personnel

Attorneys

Senators, congressmen, reps

Chamber of Commerce

Mayor, civic leaders

Foundations, trusts

Newspaper editor

Advertising agencies

Military personnel

College Missions Office

Missionary societies

Church Mission Board

Bible study/prayer group

Church friends/teachers

Pastors/elders/deacons

College friends/professors

High school friends/teachers

Sunday school class/teachers

Christian bookstore

Prayer lists

Christmas card lists

TV/Radio stations

Flyers in local circulars

Newspaper Ads