

# Writing Support Letters\*

## **2 important things:**

PRAY- *Keep in mind that God is the only one who can provide this money for you!*

ACTION- *God will provide for our needs, but we need to take responsibility and put ourselves to work too!*

Remember that raising prayer supporters is EQUALLY important to raising financial supporters!

## **Step 1: Namestorming**

You are going to give people an opportunity to invest in eternity by sending you on this missions trip. In missions work, there are goers and there are senders. Both positions are equally important! Namestorming is building a list of people who could possibly support you either in prayer or financially for the trip.

While you are namestorming please keep your requests to those in our church family to a minimum. We will be doing other fundraisers within the church asking for money so you should only ask those who are close friends in the church and then focus your energy outside the church. We don't want anyone getting 30 requests of financial support.

*Keep in mind:*

- Anything goes when thinking of supporters.
- Don't decide yourself if someone will be interested in supporting you or not. If you limit yourself to those you feel will or can give, you may be eliminating those God may want to support you! Here are some ideas to get you thinking:

Parents	Neighbors/former neighbors
Siblings	Retired friends
Former employers	Coaches
Relatives	Teammates
Friends of Parents	Those who have influenced you spiritually
Parents' co-workers	Former Sunday School teachers
Teachers	Christmas card lists
Family attorney	People you have led to Christ
Close Church friends	Peers
Businesses you visit often	Parents of friends

## **Step 2: Contact List**

- Transfer the names from your namestorming list to the contact sheet and fill in their address.
- Keep track of whether or not you have written them and how they respond.

### **Step 3: Letter**

*Students who handwrite their support letters typically see a great deal of success.* It would be best to do this, but if you can't handwrite them all, you could type a general letter as well. If you send a typed letter, add a short personal note at the bottom and sign the letter.

#### **What to Send:**

When contacting potential supporters, send:

- 1 – Your handwritten letter (or typed with a personal note)
- 2 – A response card
- 3 – A self-addressed, stamped envelope (make the process as easy as possible for them)

### **Step 4: Thank-You Notes**

- ALWAYS send a thank-you note when someone replies with a decision to support you, either in prayer or financially.
- The thank-you note should ALWAYS be handwritten, no matter how many you need to send!
- Send it the day you receive their reply; thank-yous should never be postponed.
- Make a note on your contact sheet when you receive their reply, indicating how they are supporting you. Also note when you sent a thank-you.

\*\*\*Always keep your Contact Sheet up-to-date! If there are any questions when we give you your financial updates, you can refer to your copy as you cross-reference it with ours.

### **Step 5: Turning in \$\$\$**

- All checks from sponsors should be made payable to **The Chapel**.
- Collect checks in the Registration envelopes, marking your name, amount, and date on the front.
- *Turn into registration box in the youth room.*

### **Step 6: Prayer Postcards**

Prior to the trip, send a prayer postcard to those who will be supporting you in prayer. Giving them a schedule of the trip is a good idea too, so they know exactly what you're doing and when!

### **Step 7: Follow-up Letters**

- Always send a follow-up letter after the trip. Supporters are more than happy to send you on the trip, but they also want to hear about how everything turned out! The reason you are able to make the trip is that your supporters have sent you.
- Write all your supporters, telling them what you did, what you learned, and how God worked on the trip. Thank them again for their prayers and financial support!

*\*Some parts adapted from the Campus Crusade brochure "Raising Your Funds"*

# Sample Letter Format

*Recreate this letter in your own words, using the information provided.  
Explain the purpose in detail, but be brief! Try not to write more than a page.*

Date \_\_\_\_\_

Dear \_\_\_\_\_,

An exciting opportunity has come up for me to take part in an international project sponsored by Harvest Ministries and The Chapel. I will be going to Reynosa, Mexico to partner with and assist the Christian and Missionary Alliance Church of Reynosa. Our trip will take place from \_\_\_\_\_ through \_\_\_\_\_. The team consists of high school students and adult leaders.

On the trip, we will bring the life-saving message of Jesus to the people of the city of Reynosa through park ministry, youth jail ministry, outreach ministry, and other avenues. We will also be working with the church by serving in a few of their existing ministries such as construction, visits to local homes, hospital, nursing homes, etc...

I am excited about the opportunity to go on this trip because...(fill in your own reasons for going here)

In order to make this all possible, I am looking for a team of supporters who will have a huge part in sending me on this trip. This is a great opportunity to join with me in making a difference in the world and in eternity.

First, I need people who will commit to praying for me and my team prior to and on the trip. We cannot do *anything* without God's help. Prayer is vital in making this trip a success for the Lord. If you can help me in this way, I will send a list of prayer requests for the trip prior to our leaving.

Second, I have a financial need for the trip as well. Each member of the team needs to raise money, for transportation, lodging, and meals. All gifts are tax deductible, so all checks should be made out to **The Chapel**. Any money raised over my personal need will help cover other students and ministry expenses for the trip.

Thank you for considering joining my team of supporters to send me on this trip. It is an incredible opportunity for all of us to influence the world for Jesus Christ. It would be great to have you be a part of the journey. My money is due by \_\_\_\_\_, so please respond by the middle of June or earlier. If you have any questions about the trip, please feel free to call me (phone # here).

Sincerely,

# Sample Response Card

(to include with Letter and Self-Address Stamped Envelope)

*If you can support me either in prayer or financially for my Mexico trip, please return this form in the enclosed envelope. THANK YOU for your support!!*

Your name: \_\_\_\_\_

\_\_\_\_\_ Yes, I/we would like to support you in prayer both prior to and during the trip.

\_\_\_\_\_ Yes, I/we would like to support you with a financial gift of \$\_\_\_\_\_.  
(Make checks out to The Chapel.)