

INSTRUCTIONS FOR FUNDRAISING

All letters must be reviewed and approved by the Effective Ministries, Inc. office. Please email your letter to Cindy Brookshire, Missions Director, at cindy@linkniger.com

- 1) Begin your fundraising process immediately. You may choose a letter from our website, www.linkniger.com, or write your own. We highly recommend that you use the paragraph highlighted in yellow in the fundraising letter on our website. Remember to personalize your greeting (i.e. Dear Graham) and avoid generic greetings such as (i.e. Dear Family, Friends). Often a handwritten note at the end of the letter adds a personal touch to your request. If you use a letter from our website, remember to edit it using the correct mission name and dates, description, cost of mission, and date your funds are due. Proofread your letters before mailing them and add your personal signature. Also, in your letters ask your donors to visit our website to learn more about our ministry in Niger. To ensure that you receive your donations in a timely manner, we suggest that you mail your letters out early and include a donation deadline (1 month from the date of your letter). Also, include a self-addressed return envelope. After you receive them, you can forward to the EMI office.
- 2) All checks must be made payable to Effective Ministries, Inc. (EMI). Please put your name and mission in the memo section of all checks. Make sure that <u>ALL</u> your donations are mailed directly to you. Keep a list of all your donations, including donor names and addresses, for your records and thank you notes. As you collect your funds, mail them to Effective Ministries, Inc., 2550 Gaskins Road, Henrico, VA 23238. Your final mission payment, including your spending money, will be due at your 2nd team meeting.
- 3) Follow Up If you have not received any response from your prospective donors, it is very important to follow up with a second letter, post card, phone call, or an email a few days prior to the deadline date you set in your letter. It is possible they did not receive your letter or have simply forgotten. Gentle reminders are appreciated. See our sample follow-up letter on our website.

4) Additional Costs To Your Mission:

a) Add approximately \$1,000 (assuming you need all the items listed below) to your mission cost to cover your shots, Malarone, Cipro, and Z-Pak prescriptions, passport, and VISA pictures. Costs may vary depending on the shots you need, your insurance coverage for your prescriptions, and where you obtain your shots and VISA pictures.

b) You will need to add the costs of extra travel and lodging expenses to your mission if you need to travel to the destination of departure to meet your team.

5) Note From Mechanicsville Christian Center (MCC): Please do not use MCC's church directory for mass mailings or send bulk mailings to email distribution groups. If you do not know a member personally, please do not send them a fundraising letter. We advise all travelers to check with their home church regarding similar policies prior to mailing out your letters.

FUNDRAISING IDEAS

Don't be Afraid to Step Out and Ask! Think of it as a way for others to bless you as you go to impact God's Kingdom in Niger!

- Support Letters First, read the Instructions for Fundraising in your Team Member Kit. Mail letters to everyone you know! It is important to follow up with your prospective donors with a second letter, post card, phone call or email if you do not get a response from them before your money is due.
- Sell Your Specialty Homemade Items (Jellies, Canned Goods, Desserts, Breads, etc.)
- Yard Sales (Remember...one man's junk is another's treasure!)
- "What's In My Attic Sale" Rummage through your attic and find your old or unused treasures to sell on Ebay or Trading Post (china, jewelry, clothes, toys and dolls, antiques, silver, etc.)
- Dinners sponsored by you, your church, or your favorite organization where they allow the profits to be given to you. *For example: Spaghetti Dinners, Dessert or Ice Cream Socials, Salad Suppers, or Pasta with a Purpose Night*)
- A Phantom Gala– A fun and unique way where you create a gala event and send out an invitation that has any theme you choose, but no one comes or participates. They will donate the money to you that it would have cost them to attend the event such as a new outfit, cost of dinner, and any entertainment for the evening.
- A Theme Dinner (ex. "Life in Niger") Invite your friends to a pot luck dinner at your house but the money they would have spent on going out to dinner they donate to you for your mission. What a great time to tell your friends about Niger and what your team will be doing while away. The EMI/LINK™ office has a great African Peanut Chicken Dish recipe you can make to share. Email us and we will be happy to send it to you. This is also a very nice thing to do for your donors when you return as a "Thank You". This gives you an opportunity to share your photos and firsthand experiences with them personally.
- Any Type of Athletic Event or Tournament Where the profits are donated to you. (Ex. Golf, Putt Putt, Corn Hole, Volleyball, Ping Pong, Softball, Basketball, Bowling. (Be Creative... use your computer games and have a Wii Tournament)
- Home Shows Where the Hostess Returns the Profits to You (ex. Jewelry, Pampered Chef, Candles, Home Décor, etc...)

How to Write a Support Letter For A Mission Trip

Many young people and adults go on mission trips each year. The months leading up to summer find many looking for ways to raise money for a life-changing trip to minister for a few days to a few months. Raising the money is a challenge in and of itself. Using a support letter to help you get the money you need for your trip is one of the most common ways of fund raising.

You will probably be given a sample letter to use when creating your support letter. Use the sample letter along with these tips to appeal for prayer and financial support on your trip. Bathe each step in <u>prayer</u>. Ask God to guide you in contacting the right people. Pray that they will be sensitive to God's leading in the matter. In the end, realize that God has all the money you need. He may choose to supply it through a completely different path than what you expected. Just because God put on your heart to contact a certain person and they did not donate, does not mean that they are not listening to God. They may end up being your biggest prayer warrior for your time away.

Compile a List

Make a list of people to whom you would like to send your appeal letter. Don't just think of the richest people you know. Ask God to bring people to mind who might be able to help you. It is easy to think of family members for this project. But don't limit yourself to just them. Try to add people to your list who are interested in your <u>spiritual growth</u> and who would honestly pray for you and your trip.

Your parents' friends are potential candidates too. Don't forget about your peers. While your high-school buddies may not have any more money than you do, they may be willing to sacrifice \$20 towards your mission trip. Send letters to your friends' parents as well.

Hand-Written Letters

You don't actually need to hand write each letter, but you should seriously consider it. Of course, if your handwriting is so bad that no one can read it, you would be better served to skip this step. Even if you don't hand write every letter, you should pick out your closest friends and family members to receive this special treatment. This shows you are especially interested in them. And don't photocopy these. Each one should be unique.

Personalize your Letters

Even if you don't write each letter by hand, they should be personalized. If you write the letters using a computer you should personalize each one. You can write in a special note by hand, or modify a paragraph or two to let the person know that this letter was written especially for them. A letter addressed to "Dear Sir/Madam" will not go over too well with your grandmother (nor with anyone else for that matter).

Be Direct

After you introduce the trip and how excited you are about going, tell the recipient exactly why you are writing. Tell them how much money you need and that you are dependent on gifts from others to help you on your trip.

If the donation is tax-deductible let your recipients know. It will depend on how the money is being handled as to whether it will be. You need to know this information and include it in your letter. For your grandfather it may not matter, but your mom's business partner will want to know.

Be Clear

Include all the information the person needs to know about the trip and their donation. What are the dates for the trip? When does the money need to arrive? Where can they donate? Do they need to mail a check, or will you be available to pick it up? Include any addresses and phone numbers the recipient will need to know to help facilitate their donation. If donations can be made online, that information should be included as well.

Creative Follow-up

While the person you've sent the letter to should be given the option to contact you at any time, be proactive and tell them when you will contact them again to see if they can help. This is not meant to be pushy, but it gives the person time to think about the trip and the assurance that will be reminded later. Let them know that in the mean time you will be praying about their participation.

Businessmen appreciate it when young people conduct themselves in a business-like manner. If the recipient of the letter seems like the type to want to make a business transaction, let them know you will call their office at a later date and set up an appointment to discuss your trip and give more information if necessary.

Don't forget to follow up on each of your letters.

Internet Contacts

We've talked about "letters" but you don't have to limit yourself to paper and ink. You can send letters through email or Facebook if you feel this is more appropriate for your recipient. Tailor the letters you send to the needs and style of the person you are contacting. This tells them that you did not just crank out 100 copies of a form letter and send it to everyone you know. Rather, you took the time to communicate with them in their own special way. This means that sometimes your "letter" won't be a letter at all. A phone call or lunch date may be the most appropriate way to appeal for help.

Thank You

Send thank-you notes even if the person on your list did not send any money for your trip. Because you asked them to pray even if they could not help financially, you should assume that they did. By praying, they are as much a part of your support team as your largest financial donor.

These tips should help you as you write support letters to help you raise the money you need for your upcoming mission trip.

Read more: <u>http://www.whatchristianswanttoknow.com/how-to-write-a-support-letter-for-a-mission-trip/#ixz21sVOkgPmA</u>

Scriptures and Quotes For Mission Letters

Isaiah 6:8

"Then I heard a voice of the Lord saying, 'Whom shall I send? And who will go for us?' And I said, 'Here am I. Send me!"

Matthew 24:14 And this gospel of the kingdom will be proclaimed throughout the whole world as a testimony to all nations, and then the end will come.

Matthew 28:19-20 "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

Luke 10:2 He told them, "The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field."

Romans 10:14-15

"How, then, can they call on the One they have not believed in? And how can they believe in the One of whom they have not heard? And how can they hear without someone preaching to them?"

1 Peter 3:15 but in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect.

2 Timothy 2:15 Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.

Galatians 6:9 And let us not grow weary of doing good, for in due season we will reap, if we do not give up.

Quotes

"God isn't looking for people of great faith, but for individuals ready to follow Him" - Hudson Taylor

"God's work done in God's way will never lack God's supplies."-Hudson Taylor

"God uses men who are weak and feeble enough to lean on him." — *Hudson Taylor*

"Expect great things from God; attempt great things for God" — **William Carey**

"If Jesus Christ be God and died for me, then no sacrifice can be too great for me to make for Him." - C.T. Studd

"Christ wants not nibblers of the possible, but grabbers of the impossible." C.T. Studd

"We talk of the Second Coming; half the world has never heard of the first." - Oswald J. Smith

"In our lifetime, wouldn't it be sad if we spent more time washing dishes or swatting flies or mowing the yard or watching television than praying for world missions?" - Dave Davidson

"To belong to Jesus is to embrace the nations with Him." - John Piper

"Go, send, or disobey." - John Piper

"The best remedy for a sick church is to put it on a missionary diet." Unknown

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can." - John Wesley

Dear,

In September, 2011, I answered the calling I have for a nursing career and joined a 13 day Medical Mission Team to Niger, Africa, through Effective Ministries, Inc./LINK[™] (Leading Innovatively Niger to the Kingdom). I cannot begin to put into words how God touched my heart through this mission, my team, the people I encountered there and the miracles I witnessed. Since my return, God has truly convicted my heart that I HAVE TO RETURN to Niger, a country that is in desperate need of spiritual and physical healing and most of all...Jesus! I know God has answered the desire of my heart because I have been invited by Effective Ministries, Inc. (EMI) to return to Niger and participate in their **(MISSION NAME & DATES)**.

I feel so grateful to be offered this opportunity to return. This summer, along with 2 other girls, I will live in the newly completed LINK[™] Outreach Center (LOC) in the capital city of Niamey. We will be working under the guidance and supervision of EMI's Field Director and his wife. They are awesome people with a huge love for Jesus and I was fortunate to meet and work with them in September. They will plan our daily activities of working with them on projects, kid's camp, working in villages, and with the children in local orphanages. We will join the EMI/LINK[™] (MISSION NAME) team of 18 people that will arrive in Niger on (DATE) to solely focus on working in the local orphanages and return home with them on **(DATE)**.

This mission is going to cost <u>\$_____</u>. I am a college student working part-time and have been thinking "God how am I going to do this?" He is showing me that if I will continue to obey His call and trust Him, He will more than supply **ALL** my needs! I am willing to do my part, but I cannot do it alone. I am thankful that so many of you partnered with me last year, and I am asking you to prayerfully consider financially supporting me again. During the next several months, our Internship Team will also be holding Spirit Nights at local Chick-fil-A restaurants, and other events, in an effort to raise funds for our mission.

Most of all, I need your prayers! I need to know that each day my family and friends are praying for me, my team, and the people and nation of Niger. I am counting down the days until I return to see the missionaries, children, pastors, and all the other people that I built friendships with in September. I am truly honored to GO AND SERVE again and use my life to glorify God and share the love of Jesus in a poor and hurting country that does not know Him.

Thank you for listening to this call the Lord has laid on my life. Your financial gifts and prayer support is a key part of seeing fruit on the field and in my personal growth as a child of God. If you would like to support me financially, please send your tax-deductible donation payable to Effective Ministries, Inc. (EMI) no later than **(ONE MONTH FROM DUE DATE TO EMI).** Please write **(TRAVELER'S NAME & MISSION NAME**") in the memo part of your check and return to me in the enclosed self addressed envelope.

My love to each of you for your support and prayers! May God bless each of you as we partner together to Impact Niger for Christ!

In Christ Love,

PERSONALLY SIGN YOUR NAME (DO NOT TYPE IT IN)

- YES, I'd like to support <u>YOUR NAME</u> financially. Here is my gift of \$_____.
- ♦ YES, I will pray for <u>YOUR NAME</u>, <u>MISSION NAME</u>, and the people of Niger.
- I would like to receive (<u>TEAM NAME</u>) Travel Email Updates via email at:

DEAR (NAME),

"I Refuse!" This is a recent song by Josh Wilson and is now the motto of my life. The lyrics say "I refuse to act like I don't care. I don't want to say another empty prayer." The truth is that you and I both care. We care about people from all walks of life in our own country and around the world.

The next part of the song says "I refuse to sit and watch someone else, do what God has called me to do myself. I could choose not to move, but I refuse." None of us want to watch life go by without making a difference. We could choose to do nothing...but let's refuse!

So how can we help others and show them the love of Jesus? There are countless ways! But one way is by going with me to Niger, Africa.

On August 4th I am leaving with a team of teenagers and young adults on a youth mission trip. For two weeks we will be traveling to different villages and orphanages doing bible schools and just loving the people. And again, on September 22nd I will be flying back to Niger for two weeks with a medical team. I will help set up an eye clinic and provide eye care to the people while the medical team provides medical care to them.

My question to you now is....Will you join me? **You** can be a part of changing lives by supporting these missions to Niger, Africa with a donation of any amount. The cost of my August mission has been covered. However, I am praying for God's provision for the cost for the medical mission, which is approximately **\$_____**. All gifts are greatly appreciated and are tax deductible! Checks should be made payable to *Effective Ministries, Inc. (EMI)*, with (*YOUR NAME & MISSION*) included in the memo. If you feel led to "GO to Niger with me" through a financial gift, these need to be mailed to me by (ONE MONTH BEFORE DUE DATE TO EMI) and I will turn them in to EMI.

But most importantly, *please pray for the teams* as we travel and pray for the people there to have open hearts to receive the love of Jesus and say "YES" to Him! Thank you so much! (Personally sign your name – Do not type it)

Tear here and return in envelope provided

- * Yes (Your Name), I'd like to support you financially. Here is my gift of \$_____.
- * Yes (Your Name), I will pray for you. Please send me your prayer requests.
- * I would like to receive email travel updates of your mission via e-mail at:_____

DATE

Dear,

As many of you know, I am going to Niger, Africa on a (Mission Name & Dates) with Effective Ministries, Inc./LINKTM (Leading Innovatively Niger to the Kingdom). Niger is one of the poorest countries in the world with tremendous needs, consistently ranked last on the UN Human Development Index. Our team will consist primarily of medical doctors, nurses, other medical professionals, and an eye exam team. We will be treating patients in a mobile clinic in the village of Karma near the capital city of Niamey. I am excited to use my medical talents and to share the love of Jesus with the people there. To learn more about this ministry, and past mission teams, please visit their website at www.linkniger.com.

To fulfill my dream of joining this mission, I am in need of support from family and friends. The cost of this mission will be approximately \$______. All donations are tax-deductible and can be made payable to Effective Ministries, Inc. (EMI). Please mail your donations back to me in the enclosed self-addressed envelope by (One month before due to EMI). I know these fundraising letters can be such a hassle and a burden to a lot of people, but I was hoping you could see past that and see Christ working through me and this awesome (Mission Name).

Again, I thank you in advance for your support, prayers and gifts. It will be a joy to share my experiences with each of you when I return!

Sincerely,

(Personally sign your name – Do not type)



DATE

Dear,

I have recently made an exciting decision to go to Niger, Africa with the Effective Ministries, Inc./LINK[™] (Mission Name & Dates). Since November 2003, EMI/LINK[™] has taken more than (Contact EMI for # of Teams) to one of the poorest countries in the world for construction of churches, schools and orphanages, kid's camps, and evangelism.

Our team will focus on construction of the CSEN orphanage outside of the capital city of Niamey. We will be working on the orphanage as well as maintenance and repairs to other existing orphanages and churches in the surrounding villages. I am excited to join this team of men who are dedicated to bringing the hope of Christ to this Muslim nation riddled with disease, famine and poverty. I encourage you to visit their websites at **www.linkniger.com** and **www.liveten24.org** to learn more about this ministry, their missions, and humanitarian efforts.

The total cost of this mission is \$______. This will include my immunizations, airfare, lodging, food, in country expenses, visa, and transportation. This is a big hurdle for me to fund personally, so I am asking you to financially partner with me on this exciting mission! If you choose to support me in this way, please make your **tax deductible** check payable to Effective Ministries Inc. (EMI) and mail them in the self-addressed envelope to my home address **no later than (One Month Before Due to EMI)**.

Your support and prayer is a key part to my team's mission and is greatly appreciated by me and the people I will serve in Niger. If you have any questions, please contact me at

Thanks again for nartnering with me	(Personally Sign Your Name – Do Not Type)
manks again for partnering with me,	(Personally sign rour Manie – Do Not Type)

TEAR HERE-----

NAME:_____

- * Yes, I'd like to support you financially. Here is my gift of \$_____.
- * Yes, I will pray for you. Please send me your prayer requests._____
- * I would like to receive your travel email updates at the following email address:



Date

Dear,

I have recently made an exciting and life-changing decision to go on a mission trip to Africa with Effective Ministries, Inc./LINK[™] (Leading Innovatively Niger to the Kingdom). This ministry has been involved in Niger, one of the poorest countries in the world, for more than 10 years and taken teams from all around the country to Niger for purposes of construction, medical, kid's camps, evangelism and many service projects. Recently, I was honored to be asked to join the (Mission Name & Dates), and with your help, I plan to "GO".

This team will focus on meeting with non-governmental organizations (NGOs) and the missionaries in charge of various projects focused on meeting the physical and spiritual needs of Nigeriens in Niamey, Niger. Team members will have the opportunity to understand first hand and catch the vision of what The LINK[™] is doing to help Niger become a healthy, self-supporting Christian nation. The team will visit and minister in many places that LiveTen24 has partnered with including churches, orphanages, daycares, and schools.

The LINK[™] is a ministry totally dedicated to bringing the hope of Jesus Christ to a country that is predominantly Muslim. I cannot think of a better way to spend my time than sharing the Gospel with others and seeing my life changed as well. If you would like to learn more information about this ministry, I encourage you to visit their websites at www.linkniger.com and www.liveten24.org.

The team will depart on **(Date)** and return on **(Date)**. The total cost of this mission is <u>\$</u>_____. Any amount that you can give will be greatly appreciated. If you would like to partner with me in this opportunity, please send your **tax-deductible** donation by **(One Month Before Due to EMI)**. Checks may be made payable to Effective Ministries, Inc. (EMI) and mailed in the envelope provided to my home address. *Please consider me as you plan your holiday-season and end-of-year giving!*

Your financial and prayer support is a key part of seeing fruit on the field in Niger and in my personal journey with Jesus Christ. If you have any questions, please contact me at

Thank you for your consideration. Your prayers and support is greatly appreciated!

God Bless,

(Personally Sign Your Name - Do Not Type)

TEAR HERE

____ Yes, I'd like to support you financially. Here is my gift of \$_____.

____ Yes I will pray for you. Please send me your prayer requests.

____ I would like to receive your mission travel updates via e-mail at:______

Dear ,

Niger is located in North Western Africa and is ranked among the poorest countries in the world. For the past 10+ years, Effective Ministries, Inc./LINK[™] (Leading Innovatively Niger to the Kingdom) has sent mission teams to Niger to help in specific humanitarian ways. Once a year they have a medical mission team that goes into villages around the capital city of Niamey to set up mobile medical clinics to meet the vast number of needs.

This year's upcoming (Mission Name) will be (Date) will cost almost \$______. At first I said no way can I do this, because I don't have any money to spare with my son in college and working in a job that cut two thirds of my salary. But Christ is calling me and telling me he will provide a way. I have to put my faith in Him to help me get there.

I know these letters can be such a hassle and a burden to a lot of people, but I was hoping you could see past that and see Christ working. I need your donation, any amount, no matter how small. It will be such a blessing to me, the people of Niger, and to you for partnering with me. I need to send in these funds, including my spending money, no later than **(One Month From Due Date to EMI).** If you would like to partner with me in this way, simply make your tax deductible check payable to **Effective Ministries, Inc. (EMI)** and write my name in the memo and mail them directly to me using the enclosed envelope. Also, please include your email address and you will be sent our team's travel email updates while I am away.

If you would like more information about this ministry, please visit www.linkniger.com or www.liveten24.org. Thank you for listening to this call the Lord has laid on my life. Even if you can't help financially, please pray for our team and the people of Niger!

In Christ's Love,

(Personally Sign Your Name - Do Not Type)

Dear

We are excited to share with you that we have made the decision to go on a mission to Niger, Africa, (Mission Name & Dates)! Our team consists of travelers from (Name of States) traveling and working through Effective Ministries, Inc./LINK[™] (Leading Innovatively Niger to the Kingdom). Since 2003, we will be the ____LINK[™] (Contact EMI Office for Number) mission team to Niger. We are excited how God has revealed this opportunity to us and anxiously await the experiences that lie ahead.

If you did not know, Niger is ranked a 4th world country and is among the poorest countries in the world. It is predominately Muslim, suffering from disease and famine, without the hope found in Jesus Christ. Our team will be bringing supplies and serving in numerous places and projects in which the LINK[™] and LiveTen24 programs have participated such as health, water, orphans, education and micro-business. For more details about this ministry, please visit www.liveten24.org and www.linkniger.com.

We are inviting you to partner with us and are asking you to pray for our team, and family, while we are away. We believe prayer is the essential piece that will enable God to work through us on this mission. The cost is <u>\$</u>_____ per person. If you would like to be a part of this mission through your financial support, please make your tax-deductible checks payable to Effective Ministries, Inc. (EMI), write our names in the memo, and return your donation to us in the enclosed self-addressed envelope. *Please include your email address on the form below if you would like to receive our team's travel email updates and photos while we are away.*

We thank you in advance for your support as we **"GO"** to share the love of Christ with the lost.

In His Service,

(Personally Sign Your Name (Do Not Type)

____Yes, I'd like to support you both financially. Here is my gift of \$_____

____Yes, I will pray for you, your family and mission team.

____I would like to receive travel updates. Here is my email address:

FOLLOW UP FUNDRAISING LETTER

To be mailed/emailed out approximately 6 weeks before your money is due at your 2nd team meeting

Date

Dear

WOW! I am so excited to share with you that through family, friends, and fundraising events I have been able to raise \$______for my (Mission Name) to Niger, Africa and I only have \$______more to go! I appreciate any support you can give me and I am trusting God 100% that my goal will be met. Effective Ministries has set a deadline for our team to have all our mission funds turned in by

Sincerely,

Personally Sign Your Name (Do Not Type)

I know God put this calling into my heart and I am seeing it become a reality! Thank you in advance for your love, prayers, support and donations. I look forward to sharing this life changing journey with you!

SAMPLE FOLLOW UP FUNDRAISING LETTER

(To be mailed out approximately 1 month before your second team meeting if needed)

Dear_____,

WOW!!! I am so excited to share with you that through family,				
friends, and fundraising events I have been able to raise				
\$	for my		_Mission to Niger, Africa and	
I only have \$	m	ore to go!!!	I appreciate any support you	
can give me and I am trusting God 100% that my goal will be met.				
Effective Ministries has set a deadline for our team to have all our				
mission funds to	urned in by _		·	

I know God put this calling into my heart and I am seeing it become a reality! Thank you in advance for your love, prayers, support and donations. I look forward to sharing this life changing journey with you!

Sincerely,

(please make sure you personally sign your name)