

# Global Project & Global Urban Trek Manual

## For Fundraising and Insurance

Welcome to your IV Global Project or the Trek! We are excited for you to have this opportunity to be involved in God's Kingdom around the world.

God bless you as you prepare for the wonders that He has ahead of your project!

Enclosed is your fundraising packet, consisting of the fundraising manual, business-reply envelopes, and donor support forms. **Read this fundraising manual and then read the instructions on the back of the donor support forms.** After you have filled out a couple of the donor forms, send them in with the checks you've received in the business-reply envelopes.

If you have questions or **need more supplies**, please call or write Jill Feldkamp at [jfeldkamp@InterVarsity.org](mailto:jfeldkamp@InterVarsity.org) or 608-443-3697.

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## **THE WITNESS OF HISTORY**

Williams College in Massachusetts was a remarkable place to be in August of 1806. Samuel J. Mills was a freshman that year. He was an awkward young man, but he had spiritual backbone. Every Wednesday and Saturday afternoon he and a few other students would gather by the banks of the Hoosack River for prayer. It was on one of those afternoons that Mills and four others found themselves caught in a thunderstorm.

Seeking shelter under a stack of hay, they gave themselves over to prayer. Mills directed their prayer around an unusual topic: foreign missions. This was unusual because at the time, there were no foreign missionaries from the North American continent. There wasn't a single foreign mission board, and the church seemed to have no vision for the task.

As they prayed, Mills focused their prayers on themselves. Bowed in prayer, they laid their lives before God asking him to use them in whatever way he willed in order to answer their prayers for world evangelization. They began to stir mission interest on their campus and later formed a student mission society. Six years after the "haystack" meeting, this society became the driving force which sent the first North American missionaries to the field. Samuel Mills was among them.

It seems that every historian on North American missions points to that unassuming prayer meeting under a haystack as the place where a vision for world evangelization and service first began on this continent. And it was students who led the way.

From Samuel Mills to you, the legacy of world missions has been carried on by students. And while students are not the fountain of all financial resources, God has always provided ways for them to be on the cutting edge of his great missionary endeavor. The history of God's faithfulness to students in mission is a testimony that God can supply all you need to make this trip a reality.

## **BIBLICAL BASIS FOR RAISING SUPPORT**

Many Bible passages demonstrate how Jesus, Paul and others received support from those who stood by them in their work. Support raising is not a 20th-century invention but a way that Christians throughout history have cared for and supported one another.

**I Chronicles 28:1-29:20.** David was commissioned by God to build a temple. He presented this vision to the people and they responded joyously with their time, talents and money. How much more thrilling is the spiritual house we are commissioned to build.

**Matthew 7:7-12.** God wants us to ask him for help. God is eager and able to meet our needs.

**Acts 4:32-27.** As a community in Christ, the first followers of Jesus shared all that they had.

**Philippians 4:10-20.** The relationship Paul had developed with the Philippian church included their supporting him with finances. This was a blessing for both them and Paul.

**II Corinthians 8-9.** The Corinthians were participants in ministry with Paul through their giving. Your participation in this project is a doorway for others to be involved in God's work in the world!

## **HELPFUL DONOR INFORMATION**

### **Financial Integrity**

InterVarsity Christian Fellowship of the USA is a charter and current member in good standing of the Evangelical Council for Financial Accountability. It is our pledge to maintain the highest ethical code of financial accountability and reporting consistent with responsible Christian faith and practice.

InterVarsity has had its financial statements audited since 1941. Our audits are performed by independent certified public accountants.

### **Doctrinal basis**

Each member of the Corporation, Board of Trustees, staff and any council of reference signs yearly a statement of faith which includes the following basic biblical truths of Christianity.

1. The unique divine inspiration, entire truthworthiness and authority of the Bible.
2. The deity of our Lord Jesus Christ.
3. The necessity and efficacy of the substitutionary death of Jesus Christ for the redemption of the world and the historic fact of his bodily resurrection.
4. The presence and power of the Holy Spirit in the work of regeneration.
5. The expectation of the personal return of our Lord Jesus Christ.

### **Tax-deductibility**

InterVarsity is a non-profit organization begun by students which exists to build collegiate fellowships and engage the campus with the gospel. Gifts to this ministry are tax deductible and are administered according to strict legal guidelines and an approved plan and budget.

All funds sent to IVCF for your Global Project are under the control of IVCF and are to be used exclusively for Global Project expenses as authorized by the Board of Trustees of IVCF. Anything given to you for personal spending is NOT tax-deductible.

According to the IRS, once a receipt is issued to the donor, ***no amount may be refunded to you if you do not attend a Global Project. The funds will be used for the Global Project program and cannot be reimbursed either to you or to your donors.***

## **Budget Breakdown**

Every Global Project is different. Global Project directors will try as best they can to assess the various cost components of the program in light of the exchange rate of the currency you will be using. Determining room, board, transportation, etc. can be tricky nine months before a program begins, which is why the cost of a program may change. The exact breakdown of program costs can vary depending on where you go. In general here is how the budget looks:

### **International Travel 53%**

Usually, more than half of a program's expenses consist of round-trip international airfare and visa costs. Since directors and staff are there exclusively to help the students, part of their travel is built into the student fees. Students are financially responsible for getting to the city of departure.

### **Program site costs - 16.6%**

This is mainly the cost of room, board and travel within the country where you will be serving.

### **Administrative services - 13%**

This is the cost of providing each program with accounting services; setting up and monitoring tax-deductible accounts for each student; providing directors with administrative help; responding to student questions and requests; printing and processing applications, brochures and fundraising materials; mailing and phoning, and handling the administrative and logistical aspects of all Global Projects.

### **Training/Debriefing - 11%**

In the spring months you will receive materials which will help you prepare for the summer. The cost of buying and mailing these materials is included here. Also, each Global Project is required to have a time of orientation and debriefing to prepare to enter and exit a host culture. Orientation might include learning about the history and customs of the people, something of what the Lord is doing in the country, learning the language, and beginning the process of bonding as a team. Debriefing will focus on what God has been saying to you and how you can make significant changes to reflect all you've learned. There will also need to be time to prepare to re-enter your home culture.

### **Program set-up costs - 4.1%**

These are costs associated with faxing, phoning and visiting the ministry site before the program begins in order to insure that all details are in place and that the program is a success.

### **Pre-field training: staff - 2.3%**

InterVarsity is a student organization. Our staff takes its work very seriously. Each program usually includes some costs for staff to meet together before the program or for the director or staff to receive training in order to be effective in their work with you during your trip. There is also a debriefing time for directors and staff in October, which is budgeted into this area.

## **HOW TO SUBMIT YOUR MONEY**

1. Tell donors to make checks payable to InterVarsity Christian Fellowship or IVCF.
2. Tell your donors to send or hand their checks to you. You will need to send them in with a DONOR SUPPORT RECORD.
3. Look over the check for accuracy. Is it payable to InterVarsity and is it signed?
4. Fill out the DONOR SUPPORT RECORD. PRINT LEGIBLY!
  - Put your name, address, phone number, and project location in the appropriate place.
  - Put the page number at the top. Each page should have its own number. Include the date.
  - Record the donor's full name, including title, spouse's name, and middle initial, if known.
  - Give us as much information as you have without abbreviation. We will send these donors tax-deductible receipts.
  - Record the donor's full address. Always include a zip code. Then write down the check number.
  - Put the checks in the order that they are listed on the donor support sheet.
  - Add the amounts of the checks on each page. Record the total amount from any previously submitted pages. The total of these two figures is what you have raised so far. Re-add all your figures to check for accuracy.
  - If you have a check whose physical size is larger than the rest, put it at the bottom of the list and stack of checks.
  - Include only seven donors per page.
5. Keep the pink copy for your own records. Send the yellow copy to the director of your Global Project so he or she knows how your fundraising is going. Send the white copy with the checks in one of the envelopes provided. If you use your own envelopes, send them to

Donation Services-Global Projects  
InterVarsity Christian Fellowship  
PO Box 7895  
Madison, Wisconsin 53707

## FREQUENTLY ASKED QUESTIONS

### **Can I raise money for my domestic transportation, shots, passports, and other personal expenses through IVCF?**

*Sorry. InterVarsity's Board of Directors needs to approve all plans and budgets yearly and well in advance. Because each student's domestic travel and personal expenses are difficult to predict, we do not include them in normal budgeting procedures. If you want donors to contribute to these personal expenses, we recommend that they give these gifts directly to you. If some donors would like tax-deductible receipts, you may want to ask your church if it can set up a special account for these personal expenses related to your program. Donors can then write out a check to your church and your church can administer this money.*

### **What if the deadline arrives and I still don't have enough money?**

*First, it is rare for students not to go on a project because they lack support. If you have been following the Lord, he is quite capable of seeing you through the journey. Second, talk to your director, who may be able to help you uncover financial avenues you haven't explored. Third, get written pledges from donors who intend to give while you are away. Be sure to get the date that they intend to make good on their pledge and follow it up when you get back. Remember that you are responsible to see this obligation through to the end. Pledged money should be sent to InterVarsity **by August 15**. Have your parents or a friend send in this money (along with the proper form--the Donor Support Record) if it comes to you while you are overseas.*

### **What if I raise more than I'm supposed to?**

*Most program fees do not represent the full amount needed to run an overseas project. If your project ends up with an overage, that money is used for scholarships, next year's programs, and administrative costs not included in the budget. Overages can also help to cover unpredictable inflation in the country you are going to, students who drop out, and unfulfilled pledges.*

### **How should I handle cash or checks made out to me personally?**

*Ask if you could have a check instead. If not, deposit the cash in your checking account and write out a check to InterVarsity for that amount. On the donor name and address lines, indicate who the gift is from and the amount. On the check # line, write "Cash." The person will receive a receipt for that amount. You may write one check for multiple cash gifts. Simply make sure that each donation has a separate record. In the case of checks made out to you, endorse the back of the check and write "payable to InterVarsity." Then record the donor's name and address on the donor record.*

### **Can my donors give to me online with a credit card, instead of writing a check?**

*Yes, your donors may give online via our website: [www.intervarsity.org/donate](http://www.intervarsity.org/donate)*

*InterVarsity does not set up accounts for you until they receive your first online gift. When your first gift comes through the website, there is a place for the donor to type in your name (since they will not find it when they search for you). Once Donation*

*Services receives notice that you have received your first online gift, it will take 2-5 days for your account to be set up and appear on the website. .*

*Note that the 2.5% credit card fee will be charged to your account.*

**What if my plans change and I can't go?**

*LET YOUR DIRECTOR KNOW IMMEDIATELY or call the national office (608)443-3697 or (608)443-3690. In most cases, we have already put a deposit on your ticket and are incurring expenses for your participation. Because of IRS laws, it is illegal for us to refund your donations to you. The same policies apply with regard to giving donations back that were mentioned in the above section on tax-deductibility. We can hold them in an account for you until the next year.*

**When does my money need to be in?**

*Each director may have different financial deadlines. Check with your director. In general, you should have raised the cost of your airline ticket by the time the director purchases it for you. By your project orientation, the rest of the money should be turned in. Money not raised before the project begins needs to be turned in no later than August 15<sup>th</sup>.*

**Other Questions?**

*Consult your DIRECTOR first. If he or she is unavailable, call the IVCF Global Projects office at (608) 443-3697 or -3690.*

**DEVELOPING A SUPPORT TEAM: GETTING STARTED**

The vision and purpose of Global Projects is that God would use them to challenge, strengthen and mobilize his Church for the cause of Christ world-wide. Through our short-term projects, we have the opportunity to stimulate our IVCF chapters and our local churches. One way to stimulate members of your chapters and churches into deeper involvement in world missions is through your developing support teams. There are four goals in developing support teams:

- a) To gather a team of people who will support you with their prayer and finances.
- b) To transfer your vision and knowledge to your support team, building a foundation for cross-cultural missions and service.
- c) To mobilize this team into action as you prepare together for a cross-cultural mission, helping each member discover his/her own vital role and contribution in the mission. Not every member of your support team is called to go overseas, but all are still vital members of the mission.
- d) To become more aware of how to share your faith with those culturally different than you and how to serve those who may be socio-economically different than you.

**Step 1: Take Inventory of Prospective Supporters**

List all the people you could possibly contact for support. Don't exclude anyone at this point, and keep in mind that you are looking for prayer partners as well as financial partners. Next to the name, put their contact information, and leave space to record

pledges (see sample in Appendix 1). You may want to use a notebook or put together a binder for easier organization. Be sure to think through the following categories of people in your life:

- Family Members and Relatives
- Family Friends
- Friends on Campus (including your IV Chapter)
- Friends outside of campus
- Church Pastors and Missions Committee Heads
- Church Members (home church and school church)
- IVCF Alumni From Your School
- Current/Former Employers and Work Colleagues
- Current/Former Neighbors
- Those Who Have Influenced You Spiritually
- Special Networks (extracurricular clubs, etc.)

Pray specifically for guidance as you come up with your support list. Ask God to provide the finances and prayer supporters that you will need. Pray for these potential supporters as you are aware of their needs.

**Step 2: Estimate the Amount of Financial Support**

Before you talk to people, it is helpful and important to have an estimate of where your financial support will come from. This exercise can also help you decide how much financial support to ask of certain groups of people. Review your inventory sheets, and fill in the blanks below:

Global Project Program Fee:	\$ _____
Less- amount you will give	\$ _____
- amount family/relatives will give	\$ _____
- amount family friends will give	\$ _____
- amount friends will give	\$ _____
- amount churches will give	\$ _____
- amount church members will give	\$ _____
- amount IVCF alumni will give	\$ _____
- amount employers/colleagues will give	\$ _____
- amount neighbors will give	\$ _____
- amount others will give	\$ _____
Balance should equal =	\$ 0 (or less than 0)*

\*If your balance is less than 0, it provides an ideal cushion. If you are confident that you can raise more than the Global Project program fee, you may want to consider asking one of these groups to give towards your personal expenses (see FAQ's for details) rather than to the program fee.

**Step 3: Prepare Yourself For Asking**

Many missionaries have a difficult time asking people for support. To alleviate fears and

to be most effective, you will need to do your homework ahead of time. First, plan how you will ask each person: via phone, e-mail, letter, face-to-face, group presentation, etc (see "Tools for Asking" section). At a minimum, consider sending out a letter announcing your acceptance on a Global Project.

No matter how you communicate with people, you will need to organize your thoughts before you begin contacting them. Practice your speech several times. You may want to outline the answers to the following questions on a note card (see sample in Appendix 2):

- How did I become a Christian?
- How did I hear about the Global Project?
- What will I be doing and learning through the Global Project?
- Why am I going?
- What do I need (prayer and specific amount of money)?
- What do I want from you (specific amount, referral, or prayer commitment)?
- When will I leave (travel schedule)?

Finally, identify one or more **prayer partners** immediately. These are people who agree to pray for you between now and when you return. Ask them to keep you accountable and to pray for you throughout the fundraising process.

## **DEVELOPING A SUPPORT TEAM: ASKING FOR SUPPORT**

When you contact people for support, use your inventory sheet to record conversations and pledges. Write down what you promised and your plan to follow-up. Use the Donor Support Records when you receive their check (follow directions on the sheet). InterVarsity will send you several income statements, usually at the end of the month, to confirm what you should already know.

### **Asking Individuals**

Ideally, try to meet face-to-face when asking individuals for support. It's the most rewarding way to raise support and get people excited about your summer mission. Consider taking the following steps:

1. Call or e-mail him/her to make an appointment. Let him/her know up front why you wish to get together and for how long (at least 30 minutes). Depending how busy the individual is, give several days or weeks advance notice.
2. Be early to your meeting. Relax and enjoy this time that God has given you to share.
3. Although small talk is ok, be sure to allow for enough time to talk about your Global Project and to invite him/her into partnership. Be sure to specify what you want.
4. Ask if he/she has any questions.
5. Ask how you can pray for the individual, and end your time together in prayer.

After your meeting, thank the individual for the meeting via e-mail or thank-you card. In your message, confirm again what he/she committed to (e.g. "Thanks for committing to pray for me weekly and pledging \$100."). Try to do this immediately after your meeting, so you won't forget! Also, if appropriate, write down the amount pledged on your

inventory sheet.

### **Asking Your Small Group**

If your church or campus small group is not already missions-minded, this is a great opportunity for you to share what you are learning about the importance of missions. It's important to influence those around you with the gospel as well as those that are at the farthest corners of the earth (Acts 1:8). It's important to serve the poor in your local community as well as those in other parts of the world (Luke 4:18-19). Begin to consciously point out God's worldwide concern as it comes up in whatever Scripture your group is studying. Ask your fellow small group members to join you in your Global Project preparations:

- Together, research the country or places you will go. Pray for that country. Read Operation World. Learn some of the language. Go to the library.
- Ask your small group to pray for the director of your Global Project, for the people you will meet overseas, for your team. Can they hold you accountable to pray?
- As your assignment becomes clearer, share with the small group. What role can each member in the group play in accomplishing the mission? Can they quiz you on the language or history?
- Invite your small group to build friendships with international students on campus, or invite your small group to serve the poor in your local community.
- Ask your small group to support you financially. Ask your small group leader if you can give a short presentation one week and ask for support from the members.
- Ask your small group to help you raise support, both prayer and finances.

### **Asking Your IV Large Group and Other Groups of People**

If you are in a fellowship which meets as a large group, consider sharing about your Global Project at the large group meeting. Again, this is a great opportunity for you to introduce the importance of missions to others around you. The first step you may want to take is to discuss your ideas with your staffworker and ask for your staffworker's help in mobilizing your fellowship. Here are some ideas to consider:

- Ask your small group to prepare 5 minute presentations on Christian witness in different countries and lead the large group in prayer. Try sharing about 10 different countries in 10 successive large group meetings.
- Ask previous Global Project students to share their experiences and why they got involved.
- Present a profile of the country or place you are going to.
- Ask your staffworker to dedicate a large group talk on "God's Love for the World" or "Loving the Poor."
- Get together with other students in your fellowship who are going on summer missions, and do a presentation to the large group together. At the end, pass out a pledge sheet (see Appendix 3).

### Asking Non-Christian Friends

If you have many friends who are not believers, you may want to consider asking for their support as well. However, it is not ideal for you to rely solely on this group of people for support because in most cases, they will not be able to offer prayer support. Nonetheless, inviting their financial support could offer an opportunity for you to share more about your faith and more about God's love for the world. Here are some suggestions:

- Think about your non-Christian friends and their values. Which values do they have that are also found in your Global Project? For example, if your project serves the urban poor in the Manila and your non-Christian friend values caring for the poor, consider framing your project in that manner.
- Think about your non-Christian friends and their ethnicities. If you are heading to Manila on your Global Projects, think about the Filipino friends that you have. Would any of them be excited that you are spending a summer in the Philippines? Talk to them about it.
- Invite your non-believing friends to help you in your preparations, such as researching the country you are going to.
- Don't send your non-Christian friends the same letters or e-mails that you send to your Christian supporters. Instead, tailor the letter to your non-Christian audience. Don't hide the fact that you are a believer and InterVarsity is a Christian organization, but be sensitive to your audience.
- If your non-believing friend is hesitant to contribute financially to InterVarsity, a Christian organization, ask if they would be willing to contribute to your personal expenses for the summer.

### Asking Your Church

The first step in asking a church for support is to speak with a missions committee member or the pastor. If you don't know them personally, have a friend in the church who does know them introduce you. It is also extremely helpful to know the history of the church – how much they typically support summer missionaries, what do they usually require from missionaries, etc. – BEFORE inviting the church to support you. This will prevent you from asking for too much or asking for too little. Do your homework!

When you meet with the pastor or missions committee member, be prepared to answer questions and be prepared to **ask questions**. What are their policies regarding fundraising? What would be most effective in growing a support team within the church? Allow the pastor or missions committee member to guide your next steps. Keep them in the loop on your progress, and ask them their opinions about the following ideas, which may or may not work in your church:

- Ask your pastor if you can give monthly reports to the congregation about Christian witness in the world or in the country you will be visiting this summer.
- Ask your Sunday School class to do similar things that you're asking your small group on campus to do.

- Do a presentation about your Global Project (see Appendix 2) during or after the Sunday service.
- Do a presentation about your Global Project to Sunday School classes. Pass around a prayer sign-up sheet (see Appendix 4).
- Schedule a special Saturday brunch at church, where you could invite church members who are interested in missions.
- Ask if the church can designate a special “optional” offering one Sunday for people who want to designate their offering toward supporting your Global Project.
- Ask if it’s acceptable for you to distribute your prayer letters at church or to send an e-mail to the church directory regarding your Global Project.
- Schedule a meeting with the full missions committee. Be prepared! It makes a big difference when you talk to a **missions committee** to show them your budget and say:

*"My total summer expenses will be (i.e.) \$3,675. Between what I, my parents, and my school IV chapter can give, I have commitments of \$1,200. My church at school gives \$200 to all students who go overseas. That leaves \$2,275 which I hope to raise through this church and through other friends and family."*

Compare that presentation to the more typical: *"God has called me overseas this summer. It will cost around \$3,600. Would you support me?"*

## **DEVELOPING A SUPPORT TEAM: ASKING ADVOCATES TO HELP**

Don't have enough Christian contacts? Consider contacting people who may be motivated to help you fundraise with their Christian contacts. This might include alumni that you know or long-time members of your church, who have many relationships within your church. Be sure that those who you are inviting to be advocates have already committed to support you in prayer or financially!

HOW CAN THEY HELP? They can give you e-mail addresses of potential supporters, introduce you in a face-to-face meeting with missions-minded people, connect you to a pastor/missions committee head, arrange a speaking engagement for you, host a fundraising party, write a letter or e-mail a recommendation to other alumni that you don't know, etc. Here's how to ask for help:

### **1. Helping By Expanding Your Network:**

*"Hi Sylvia!...I'm actually spending some time this week on my fundraising for my Global Project this summer, and I wanted to ask you for some help. I also wanted to ask if you had any suggestions for me as to who else I might contact that may be interested in hearing about my summer mission...I remember you mentioning that you know other alumni who were really committed to missions while in college. Do you have their e-mail addresses? Do you think that I should contact them?...I've also been thinking about connecting with some of the adult Sunday school classes at your church, maybe sharing one Sunday. Do you think that would be a good idea?"*

### **2. Helping By Hosting a Fundraising Party:**

“Hi Sylvia!...I’m actually spending some time this week on my fundraising for my Global Project this summer, and I wanted to ask you for some help. *I’m going to be back in town during my spring break, and I was wondering if you might be able to help me meet some people at your church who might be interested in my summer mission. Would you be able to host a get-together? I was thinking of maybe a dessert, and I would be glad to take care of any expenses... What dates would work best for you? Who would you want to invite from your church?... Great! Let’s plan then tentatively for (date), and I’ll e-mail you in the coming weeks to confirm and go over more details.*”

### **3. Helping By Bridging You to His/Her Church:**

Hi Sylvia!...*I was wondering if your church supports summer missionaries. I remember that you were very involved with your church, and I wondered if you had any suggestions as to how I could approach your church about support. Would the first step be just meeting with the pastor or someone else?... Thanks so much for looking into this for me.*”

God may also use advocates to encourage you spiritually as you prepare for your Global Project. Remember that your GP is a learning experience, so allow the Lord to minister to you through them. Finally, be sure to thank your advocate and update your advocate on your progress!

## **TOOLS FOR ASKING**

### **Utilizing Letters**

Writing letters is a key tool in asking for support. Letters keep your friends informed of your acceptance and involvement in the Global Project. Design your letter to inform others of God's work in your life, to share how you became involved in Global Projects, and to persuade them to become involved with you in it. (See samples in Appendix 5).

#### **General Suggestions for Writing Letters**

- Write a simple, clear, straightforward letter. Focus on one main idea.
- Underline key words or sentences.
- Keep sentences short.
- Write as naturally as you talk. Don't philosophize about missiological or spiritual concepts which are not in the average person's daily vocabulary.
- ASK for some type of action in every letter you write. If you want recipients to pray, ASK for prayer. If you want recipients to give financially, ASK for financial support. Asking is the most overlooked step in writing these letters!
- Have someone else proofread and give suggestions.
- Be sure the letter prints out neatly. Copy it on high-quality white paper or a light pastel color (ivory, bright yellow). Avoid dark colors (red, grey, etc.) because they're too hard to read!

## **Letter Content**

First, introduce yourself and include a recent photo (scanned or digital). State your acceptance on the GP and give a short, project description. Summarize how God has led you there and why you're going.

It helps to share your need in terms of XX people giving \$YY amount. Then share a total dollar figure (e.g. 20 people giving \$100 each, plus 20 people giving \$50 each will help me meet my goal of \$3,000). People respond practically to small amounts such as \$100, \$50 or \$25. A figure of \$3,000 is too large for most individuals to consider and too large to practically act upon. In contrast, churches are more interested in the total amount and will respond in terms of \$250 or \$500 per gift (may vary significantly depending on your church's budget).

Be sure to give a realistic date by which you would like a response. Include a self-addressed, stamped envelope on which they can indicate their response ("Yes, I'll pray for you" or "Yes, I'll give \$50") and mail it (along with their check) back to you.

Donors will get tax deductible receipts, so they should make out their checks to IVCF, with your name and project on the memo line, and send them to YOU. You will then mail all checks to the national office.

## **Follow-up**

Within three days of receiving a response, send a thank-you. In this way, individuals know you are interested in them. If you don't hear back from people you had expected, follow-up with an e-mail inquiring about the letter you sent them. Did they receive it and have time to look it over?

## **Utilizing E-mail to Ask**

Because you may only have a short time to get in touch with potential supporters, e-mail may be a tremendous tool to utilize for communication. In addition to writing letters, send out e-mails. Here are some suggestions for utilizing e-mail effectively:

- ***Use E-mail to Update Your Supporters.*** Try to e-mail a generic message to all your supporters immediately before you leave for the Project, once during the Project (if permitted by your Director), and immediately after you return from the Project. When sending the mass e-mail, try to hide the address list (use "bcc").
- ***Use E-mail to Follow-Up Your Presentations.*** E-mail to follow up with individuals from your presentations to large groups of people (i.e. churches). Often, they may remember your presentation, but just forgotten to send in a financial gift.
- ***Use E-mail to Set Up Face-to-Face appointments.*** E-mail small groups of prospective supporters together to set-up a group meal or a group presentation. Be up front in your message about the purpose of the meeting. If you're going

to ask for financial support, say so.

- **Use E-mail to Get the Word Out.** Personalize a short e-mail message to the individual, and then attach your detailed prayer letter ( A Microsoft Word document is preferable). Save deeper level conversations for face-to-face meetings, phone calls, or future e-mails. (See example below.)
- **E-mail Needs to be Organized.** Keep your address list updated. Copy yourself on all fundraising-related messages. Create an e-mail folder titled “Fundraising” to hold messages from supporters and your own messages.
- **E-mail should be efficient for the reader.** Keep messages short. Personal messages should fit on one screen. Mass e-mails should be at most, one-printed page. (See samples in Appendix 6.)

### **Utilizing the Phone to Ask**

The phone call may be the most challenging tool in asking for support. Utilize the phone primarily to set-up individual appointments. The good news is that if someone agrees to meet with you personally, the chance of him/her making a pledge is high. Here are some suggestions when making the calls:

- Call your best prospects first (those who may give significantly). Avoid the temptation to only call those you feel comfortable talking to on the phone.
- Monday-Wednesday evenings tend to be the best time to call working adults (non-students). Don't call a home after 9:30 pm (remember your time zones)!
- Try to call at least 2 weeks before you want to meet. The prospect may have a busy schedule, or it may take several days to even get in touch with the person. You will need a reliable answering machine to take returned calls.
- After the small talk (2 minutes max.), ask directly for an appointment. Immediately suggest two times during the coming weeks when you could meet, noting you'd be happy to come whenever it's convenient.
- Be clear that the purpose of the **phone call** is to set up a time to meet. In addition, be clear that the purpose of the **meeting** is to talk about your GP and to ask for their support.

For potential supporters who live outside your geographic area, utilize the phone to ask them for support only AFTER having sent them GP information via mailed letter or e-mail. This will allow the potential supporter to feel more comfortable speaking on the phone. When beginning the phone conversation, first ask the potential supporter if it's a convenient time to talk and state the purpose of your phone call.

### **Utilizing Advocates to Ask for You**

Although it's usually ideal for you to invite others into partnership, sometimes it may NOT be appropriate for you to ask. Instead, ask your advocate to ask people that they know

on your behalf (see “Asking Advocates to Help” section). It makes sense to do this especially when the advocate may have a much better relationship with the potential donor, when the advocate is living in a much closer proximity to the potential donor, or when the advocate is especially trusted due to his/her position (pastor, respected elder, etc.). Some general guidelines for utilizing advocates:

- Be sure that the advocate is first supporting you before he/she asks others to!
- Be sure to communicate your project clearly, so that he/she fully understands what you will be doing and what your needs are. You don’t want any incorrect information communicated!
- Consider giving your advocate extra prayer letters or reply envelopes to pass out to his/her contacts. Your picture on your prayer letter will be helpful in this case.
- Keep your advocate updated and thank him/her when their contact sends in support.

## A SUPPORT-RAISING TIMELINE

After acceptance to a Global Project, the timeline below may be helpful in pacing yourself as you raise support. Try writing in actual DATES next to the time period listed (e.g. 10 weeks before GP = week of March 10<sup>th</sup>). Consider asking your prayer partners or friends to keep you accountable to this timeline.

DATES	ACTION ITEMS
<b>10 weeks before GP</b>	<ul style="list-style-type: none"> <li>✓ Take inventory of your potential supporters and gather their contact information. Identify one or more prayer partners immediately, and begin meeting regularly. (See “Getting Started” section).</li> <li>✓ Write and send a letter explaining Global Projects to everyone on your contact list (see “Writing Letters” section).</li> </ul>
<b>9 weeks before GP</b>	<ul style="list-style-type: none"> <li>✓ Set up appointments with your home/campus churches to share about your GP. If you don’t know the pastor or missions committee, ask your church contacts to introduce you. (see “Asking for Support” section).</li> <li>✓ Talk with your fellowship’s leaders or staff about how your fellowship might be able to help. Schedule a missions presentation at the fellowship’s large group meeting in the coming weeks.</li> <li>✓ Invite your small group into partnership.</li> </ul>
<b>8 weeks before GP</b>	<ul style="list-style-type: none"> <li>✓ Ask advocates for referrals (see “Asking Advocates to Help” section). Send all your new contacts your letter.</li> <li>✓ Schedule individual appointments with high potential donors.</li> <li>✓ Follow-up with one-half of your initial contact list. Consider calling them, visiting them, or e-mailing them (see “Utilizing E-mail to Ask”).</li> </ul>

<b>6 weeks before GP</b>	<ul style="list-style-type: none"> <li>✓ Begin speaking and giving presentations at churches, large group fellowship, and before special interest groups (mission committees, Sunday School classes, etc.).</li> <li>✓ Follow-up with the other half of your contact list. Consider calling them, visiting them, or e-mailing them.</li> <li>✓ Send thank-you notes to donors and advocates.</li> </ul>
<b>4 weeks before GP</b>	<ul style="list-style-type: none"> <li>✓ Follow-up with pastors regarding church support.</li> <li>✓ Continue seeking appointments with new groups or individuals.</li> <li>✓ Review your budget and support received thus far. Estimate the amount you still expect. If you estimate a shortage, e-mail some of your original supporters to ask for a second gift. Ask your GP director for further help.</li> </ul>
<b>2 weeks before GP</b>	<ul style="list-style-type: none"> <li>✓ Confirm and finalize all pledges. If supporters are able to send the contribution now, invite them to do so.</li> <li>✓ Send thank-you notes to donors and advocates.</li> <li>✓ Meet one last time with your prayer partners, sharing your needs.</li> </ul>
<b>1 week before GP</b>	<ul style="list-style-type: none"> <li>✓ Send and/or e-mail detailed prayer requests for the summer to all your supporters. Share with them how you're feeling.</li> </ul>
<b>During GP</b>	<ul style="list-style-type: none"> <li>✓ If the director permits communication, e-mail your supporters during the middle of the GP to give a short update and prayer requests.</li> </ul>
<b>1-2 weeks after GP</b>	<ul style="list-style-type: none"> <li>✓ Confirm that all pledges resulted in contributions. Follow up on any pledges necessary.</li> <li>✓ Send and/or e-mail your supporters a summary of your GP, including how the GP impacted you as well as those you served. Thank your supporters for their support.</li> </ul>

## INSURANCE COVERAGE

**You must have at least \$50,000 of medical coverage to participate on a Global Project or Global Urban Trek. If you do not have such coverage, you may wish to purchase this insurance.**

### Short-term Optional Coverage Information

Custom IVCF Liaison International

- Special link, pricing and purchase available to IVCF at [www.ask-its.org](http://www.ask-its.org)
- Coverage begins when you depart for your overseas assignment!
- Your choice \$100,000-250,000 in international major medical coverage
- Your choice of \$100 or \$250 Deductible
- \$100,000 Emergency medical evacuation
- \$1,000 deductible plan (covered by IVCF through separate Camper policy)
- Coverage is available for as short as 5 days and as long as 3 years.
- Trip Interruption UP-TO \$5,000
- \$250 lost of Checked Luggage Allowance
- Accidental Death & Dismemberment \$25,000
- \$500 Accidental dental damage coverage
- \$2,500 for local ambulance expense
- 24/7 Worldwide assistance included

For detailed product information & quotes, visit

[https://groups.specialtyrisk.com/quote\\_one.cfm?cipher\\_id=ZP2GHZGF69](https://groups.specialtyrisk.com/quote_one.cfm?cipher_id=ZP2GHZGF69)

or contact

Jeff Jones at

[jeffj@ask-its.com](mailto:jeffj@ask-its.com)

Option 1: \$100,000 Major Medical \$1,000 Deductible*	Cost
Per/Person – Per/Day	<b>\$0.68</b>
Option 2: \$250,000 Major Medical \$1,000 Deductible*	
Per/Person – Per/Day	<b>\$0.80</b>

\* IVCF Insurance will cover the deductible.

## Short-term Optional Coverage Purchasing Instructions

**Step 1:** Follow the link:

[https://groups.specialtyrisk.com/quote\\_one.cfm?cipher\\_id=ZP2GHZGF69](https://groups.specialtyrisk.com/quote_one.cfm?cipher_id=ZP2GHZGF69)

- This will take you to the CUSTOM purchase site unique to IVCF.
- Your 2 pricing options are explained above.

**Step 2:** Fill in the first page data.

- Number of units = Enter 1 for yourself (increase the number to cover anyone that might be traveling with you that you are paying for).
- Click on the small calendar icons next to the blanks requiring your coverage dates. Use the calendars to fill-in travel dates (include dates outside US plus any pre / post field meetings that are included in your project).
- Click Submit

**Step 3:** Provide applicant information. (First & last name plus date of birth are required.)

- Confirm travel dates.
- Select coverage by clicking the button labeled Edit. Make your selection from the pop-up window and click Submit.)
- Click Continue (lower right corner).

**Step 4:** Confirm information, dates, and price.

- Click Continue (lower right corner).

**Step 5:** Choose your payment option. **(Credit card is the only option.)**

- When that option is selected, a credit card box will open automatically.

**Step 6:** Fill-in your credit card information.

- Select your credit card type (from drop-down menu).
- Complete the rest of the information as requested.
- Insert your e-mail address since this is where your e-cards will be sent.
- "I attest to the payment method" must be checked.
- Clicking "PURCHASE QUOTE" in the lower right will complete the transaction.

### APPENDIX 1: Sample Inventory Sheet

<u>Family Member/Relative</u> <u>(y/n)</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Amount Pledged (\$)</u>	<u>Received</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

<u>Name of Friend</u> <u>(y/n)</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Amount Pledged (\$)</u>	<u>Received</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

<u>Family Friend's Name</u> <u>(y/n)</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Amount Pledged (\$)</u>	<u>Received</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

## **APPENDIX 2: Sample Presentation Outline**

1. *[Express your appreciation.]* Thank you for the opportunity for me to share with you this evening.
2. *[Share about Global Projects.]* I've been accepted on the Global Project to X country. Global Projects are summer programs where college students work with local missionaries, national church leaders, universities, the urban poor and others in need in almost 25 countries through more than 45 different programs. Since 1970 they have been teaching American students to share their faith in a different culture. Global projects are a ministry of InterVarsity Christian Fellowship. *[Share about InterVarsity if necessary].*
3. *[Share specifically what you will be doing. Contact your Director for more information.]* My Global Project to X country will specifically involve serving in a cross-cultural summer internship focused on friendship evangelism, service to the poor, etc. *[depending on your particular GP].* It also involves an orientation and debriefing program which helps me serve in cross-cultural situations by teaching me how (a) understand the Biblical basis for missions, (b) build trust with others, and (c) face differences.
4. *[Share why you're going. Personalize this.]* There are over 2 billion people who have never of Jesus Christ. Most of them live in groups that have no Christian witness. Through Global Projects, God will help me (a) share the gospel with those who have not had the opportunity to hear, (b) love the urban poor by serving them with my skills, (c) evaluate missions as a career, (d) find out more about what God is doing in the world, (e) share what I experience to impact my chapter and my church, so that we all might become involved in missions and service.
5. *[Share your itinerary.]* I will be leaving for orientation on X date. After a week of orientation, we will head to X country and be there until X date, when we end the project with a few days of debriefing.
6. *[Share your needs and invite them into partnership.]* I'm excited about this opportunity, but in order to go, I will need many prayer partners and will need to raise \$X dollars of financial support. Will you consider partnering with me in this ministry by giving \$X to \$Y *[give a specific range of dollars]* and by committing to pray for me?
7. *[End with prayer requests and another thank you.]*

### **Other Presentation Suggestions:**

- Tailor your talk to the audience. How much they are currently informed or involved in missions will determine how in-depth or how much information you give them. If you're speaking to just one person or a small group, interrupt your presentation by asking if they have any questions.
- Dress appropriately. Casual attire may be fine for an IVCF meeting, but it won't win the hearing of a church audience or an alumni working in the marketplace.

- Know your TIME limit. If you want to allow brief time for discussion or questions, stop five or ten minutes early and make time.
- Pray before your presentation and thank God for the PRIVILEGE of being a bridge between your supporters and God's Kingdom work around the world. Remember, raising support involves the Body of Christ in Kingdom-building!

**APPENDIX 3: Sample Large Group Handout**

**IV LARGE GROUP  
SUMMER MISSIONS OFFERING!**

Helpful Giving Hints:

- Give 1/10 of your potential summer earnings or one week's summer wages
- Give the amount you would make working one week on campus in May
- Give so that it's risky and you're depending on God for resources

Be Praying For:

- **InterVarsity Global Project to \_\_\_\_\_ (\$ list amount):** List names of participants
- **InterVarsity Global Urban Trek to \_\_\_\_\_ (\$ list amount):** List names of participants

Amount You've Given/Pledged\*: \$ \_\_\_\_\_

*\* Keep top portion as a reminder. Return bottom portion along with the check to the summer missionary or a staffworker. The missionaries would appreciate all money in by May 1st, but ASAP is better (saves team anxiety about finances). If you absolutely need to wait until the summer to give, please talk to the person you're supporting.*

-----  
My Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Campus E-Mail: \_\_\_\_\_

- ◇ I want to financially support \_\_\_\_\_ (name) and his/her participation on this Global Project. I am giving/pledging the amount of \$ \_\_\_\_\_. Send me prayer letters.
- ◇ I want to financially support the team/missionary with the greatest need. I am giving/pledging the amount of \$ \_\_\_\_\_. Send me prayer letters.
- ◇ I am unable to give financially, but would like to support in prayer. I would like to be a prayer partner for \_\_\_\_\_ (name). Send me prayer letters.

**APPENDIX 4: Church/Large Group Sample Sign-Up Sheet**

**Interested in Joining My Summer Global Project  
Prayer Support Team?**

*Please sign below if you can commit to praying for my summer mission to \_\_\_\_\_ . I will send you prayer letters and e-mail updates. Feel free to suggest other people that who might be interested! Thanks!*

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Phone</u></b>	<b><u>E-mail</u></b>	<b><u>Interest in Financial Support?</u></b>
--------------------	-----------------------	---------------------	----------------------	--

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

[Today's Date]

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

(Your Photo  
here)

I am writing to let you know how God has decided to use me this summer. But first let me share a bit of background. Last summer, I attended InterVarsity Christian Fellowship's Chapter Camp in Colorado with our chapter's leaders. While we were there, God confronted us with the idea of missionary service this summer. One by one, God led us through our prayers, and on January 15, I applied to InterVarsity's Global Project in Brazil. A month later, I was accepted to go on the Project.

What is this Project? The Global Project is InterVarsity Christian Fellowship's way of giving college students first-hand experience living in a different culture and serving the urban poor. We will have a time of orientation in Miami before our departure for Sao Paulo on June 15. The next four weeks in Sao Paulo will be devoted to partnering with local inner-city churches and building relationships with the children in the community.

And what do I expect to gain? First, I will be (and already have been) learning more about God's plan for reaching His people with the message of salvation. Second, I will learn what it is like to live in another culture and relate to people with a different perspective in life. I also hope that you will learn more about world missions as you are involved in it through my experiences.

How can you get involved? First, pray for me. I feel this is the most important aspect of learning from my experience. God can change things by His will as you and I pray. You can also help by giving financially to the Global Project in my name. I am responsible for raising \$2,690 plus my airfare to Miami through gifts from friends, family and churches before I go. Would you consider giving \$25, \$50, or \$100 towards this ministry? Please give and pray toward my goal, as God leads you.

I will be calling you to answer any questions you may have in the next few weeks. Thank you for your consideration.

Sincerely,

[Your name and address]

P.S. Please use the envelope enclosed to send financial gifts to me. I will then send the gift to InterVarsity's national office. All checks should be made out to IVCF in order to be tax-deductible.

## **APPENDIX 5: Sample Letter B**

[Today's Date]

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

I hope this letter finds you enjoying a busy and profitable winter!

I am very excited to share with you the opportunity God has given me for this coming summer. I am going to work overseas through a Kenya Global Project (GP) this June. This is a summer missions program in East Africa sponsored by InterVarsity Christian Fellowship, an inter-denominational ministry among college students. The basic purpose of GP is to give students like me "hands on" experience in the mission field. Through working among people from another culture for a summer, I hope to better understand my role in world missions in the future.

After spending the past few years at Bradley University, I have become convinced that God wants me to look into world missions. In the world now, there are 2 billion people who have never heard the gospel of Jesus Christ. Many future leaders, teachers, parents and professionals in the world know nothing about Jesus, the church or the necessary moral standards they will need to lead a fruitful life.

While the mission of the GP is necessary and I am personally ready to go, I cannot leave until my financial support is raised. I need to raise \$3590 by May 15th. This covers training, travel, and room and board. All financial gifts will be tax-deductible.

Perhaps you feel that you could contribute to my mission. I ask that you consider either a \$25 monthly contribution (until I leave) or a one-time contribution of \$50, \$100 or more, depending on your own budget and the Lord's leading. I'll be calling you to answer any questions you may have.

If you do choose to support me now, simply send the enclosed envelope with your gift back to me. All checks should be made out to Inter-Varsity Christian Fellowship. I will then send the checks to InterVarsity. If possible, please reply before April 6<sup>th</sup>, when my support level will be reviewed.

Thank you very much for your time and consideration. May God bless you richly.

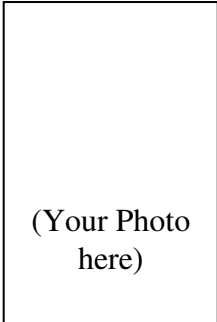
Sincerely,

[Your name and address]

**APPENDIX 5: Sample Letter C**

*"Praise be to the Lord, the God of Israel, from everlasting to everlasting. Amen and Amen."* Psalm 41:13

Our God is truly amazing! Throughout the past 4 years of college, God has provided many opportunities for me to serve him through InterVarsity Christian Fellowship. At the InterVarsity Urbana 2000 Missions Conference, I made a commitment to respond to God's call to serve Him overseas by participating in a summer overseas global project.



God has opened the door for me to fulfill this commitment. On June 30<sup>th</sup>, I along with twenty other students from around the U.S. will join together in Portland, Oregon to begin our training before we head to China.

Our project to China is a lingua-cultural program. We will live in a dormitory at Northwest Normal University located in Lanzhou, capital of Gansu province. Chinese counterparts, who are teachers of English in the provincial school system, will be our roommates. Our program will feature classroom presentations on different aspects of Chinese and American culture and lots of time for building relationships with our roommates. I cannot even begin to express the excitement I feel inside!

I would like to invite you to be a partner in this summer project to China. I urge you to pray for the project by asking the Lord to reveal His love through the lives of each team member. As for my trip expenses, please pray that God would provide for all of my project costs. I need to raise \$3,500 to cover expenses such as transportation, food, room and board. Please consider partnering with me by contributing through finances or prayer (please complete the bottom portion).

With the love of Christ,

=====

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I want to partner by  Giving a gift of \$50, \$100, or more. I have enclosed my tax-deductible gift payable to "IVCF."  
 Committing to pray for you weekly this summer. Please send me prayer requests.

\*Please tear off and complete this bottom portion, and mail it before May 1<sup>st</sup> to:  
Nancy Newsong, 1485 Whitcomb, Des Plaines, IL 60016.

## APPENDIX 6: SAMPLE E-MAIL MESSAGES

=====

Subject: Summer Missions!

John,

How's your year going? What are you up to this summer? Some amazing things have been happening this year in my life, and I want to share them with you. God's been leading me, along with some friends in my InterVarsity chapter, to serve overseas this summer. I've attached a letter that describes more in detail what I'll be doing this summer.

Would you mind reading through this letter and praying about joining my support team?

Blessings, Tom

---

SUBJECT: Only 3 Days to Departure

Dear Prayer Partners,

I can't believe there's only 3 days until I leave for Vietnam! The past few weeks have been full of preparations – from team meetings, getting my passport, doing required readings to packing up from school and moving my stuff back home. At the same time, it's been an encouraging time, as I've received many messages that you've sent me and seen God's faithfulness in His provisions for me. Thanks again for your prayers and support!

At this time, please pray specifically for these 3 things:

1. Etc Etc Etc
2. Etc Etc Etc
3. Etc Etc Etc

Because of the difficulty in accessing the internet from Vietnam, I won't be able to be in touch until after the Project ends. I'll definitely contact you when I return!

Peace,

---

SUBJECT: Meeting up next Tuesday?

Matthew, Mark, Luke, and John,

I know it's been a while since we've all gotten together for a meal. Are any of you free

next Tuesday for dinner at my place? Please reply ASAP.

As you know, I'm going to Cairo this summer on an InterVarsity Global Project. When we get together, I want to let you guys know more about the ministry and see if you're interested in joining my support team. I'd also be interested in knowing how church is going for you all!

Peace,  
Tom

---

SUBJECT: Pledge Follow-up

Steve,

Thanks again for your pledge to support my InterVarsity Global Project this summer. I couldn't find a record of your gift yet, and I wondered if you had all the details needed to send in your gift?

Let me know if there's anything else you need from me or if circumstances have changed your pledge. Thanks!

Peace,  
Tom

---