



Support Raising Manual

Helpful Hints on Support Raising



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Biblical Basis for Support Raising

Raising support for a short-term mission team can seem like an overwhelming task. The hope is that this manual will give you some helpful hints and ideas to make support-raising a very exciting part of your ministry. By involving others in the process, it gives them the opportunity to be a part of what the Lord is doing globally, which in turn blesses them. Let's take a look at what Scripture has to say about support raising.

- Jesus and His disciples were supported by others.

And it came about after this, that He began going about from one city and village to another, proclaiming and preaching the Kingdom of God; and the twelve were with Him...and many others who were contributing to their support out of their private means. Luke 8:1-3

- Paul was financially supported, and he accepted this support with enthusiasm because he was helping to store up treasures in heaven for those who supported him.

Not that I seek the gift itself, but I seek for the profit which increases to your account. But I have received everything in full, and have an abundance; I am amply supplied, having received from Epaphroditus what you have sent, a fragrant aroma, an acceptable sacrifice, well-pleasing to God. And my God shall supply all your needs according to His riches in glory in Christ Jesus. Philippians 4:17-19

- As Christians give of their material possessions to further the Kingdom of Christ, God is glorified.

For the ministry of this service is not only fully supplying the needs of the saints, but is also overflowing through many thanksgivings to God. 2 Corinthians 9:12

The Benefits of Support Raising

- It stretches your faith.
- It is an avenue to develop deeper relationships with your supporters.
- Those that invest of their finances are more likely to also pray for your ministry.
- It allows others to invest in something that has eternal consequences and merits eternal rewards.
- It makes supporters more aware of God's specific work in the region of ministry where they have invested, and it broadens their worldview.

Building a Support Team

You will be responsible for developing your own support team. The support team consists of:

- Prayer Supporters
- Encouragers
- Financial Contributors

The concept is to develop a team, not just raise funds. Your most important need is for people to pray for you before and during the project. (TEAM = goers + prayer support + senders)

The Steps to Support Raising

1. Pray! Pray! Pray!

2. **Make a list of prospects-** think of people who you know (50-100 names). Do not exclude your non-believing friends as sometimes they have the most generous and ministry sensitive hearts. Below is a list of groups you might want to consider.

- | | |
|----------------------|---|
| -Relatives | -Friends (even high school or college) |
| -Church members | -Sunday school classes or prayer groups |
| -Christmas card list | -Current and former neighbors |
| -Co-workers | -Wedding list |

3. Write a letter asking for their support.

Everyone participating in a short-term mission team should develop a support team that will provide encouragement, prayer, financial donations, and care. The more personal you make your letter, the better likelihood that someone will want to join up on your team and support the ministry project. Team members need to fully fund their individual costs. These costs include food, lodging, transportation, airline tickets, and any other miscellaneous team costs. One of the most effective ways to raise the support needed is to write a letter to the prospects mentioned above. A sample letter has not been included for the very reason that it should be personal, individualized, thought-out, and specific. Every team will participate in a variety of different projects, so no similar template should be used. Supporters can tell if the letter was taken into consideration or if a member just copied and pasted it from a template. Please take time to contemplate and carefully write out your choice of words in an appropriate manner.

4. Think about what you want to share with people.

- Dates of your team
- City and country you will be going to
- Why you want to be involved on the team
- Information about the sending organization (the church) and the hosting organization (the agency or national church)
- Description of what the team will be doing

- The total amount you need to raise and when it is due (suggestion would be made to make their deadline a few days before your deadline to allow some time for flexibility).
- How you would like the supporter to be involved (prayer, financial, both)
- You may want to recommend a giving amount or dollar increments (\$25, \$50, or \$100)
- Enclose a self-addressed, stamped envelope (make it easy for them)
- Give prayer requests
- **Include that all checks must be payable to Scottsdale Bible Church**
- **Include a Contribution Policy Form (See Appendix) with your letter.** Be sure to put your name and address in the designated spot. Contributors are only to write the team's destination and year on the memo line of the check (example: Jordan 2002). They should detach the bottom half of the enclosed contribution slip to the check to ensure proper assignment of funds.

5. Ideas for style:

- Start with an attention grabbing statement
- An invitation (“Partner with me...”, “Join me in...”, “Invest in...”)
- Do not beg or preach
- Be simple and concise. Short paragraphs are well read. Keep to one page.
- Underline or italicize certain words or details for emphasis
- Use common, everyday language. Sometimes the “over religious” terms can be distracting.
- Jot personal notes at the bottom of the page, if you can: the more personal, the better.
- Personally sign each letter. Do not photocopy your signature.
- Avoid making comments or general assumptions about the details of the team or what God has been doing in your lives as some people may feel excluded in the details.

6. Send the letter.

Mail the letter, the contribution page, and a self-addressed, stamped envelope to the list of potential supporters by the deadline set by the team leader. Scottsdale Bible Church does not supply postage, envelopes, or copies of letters. Consider having your team leader look over your support letter before mailing it out!

7. Tracking your support

It is your responsibility to keep accurate records of your supporters. A form has been provided to help you track your support. (See Appendix) For financial supporters, note the supporter's name, address, check number, date of check, and the amount of support given. Team leaders will also keep track of funds, but it is your responsibility to have an accurate, up-to-date list.

8. **Follow-up**

It is important to send a note of thanks shortly after you receive a response from your supporters. This will convey your gratitude and appreciation for them. Also, after the team you should send a follow-up letter to each of your supporters. The letter should detail what happened on your journey and how it affected you. There is nothing more discouraging than to support someone on a mission team and then never hear from that person again. By sharing experiences with your support team, you continue to spread the burden and heart for world outreach. There are many other ideas on the “Ten Ways to Make Your Supporters Feel More Apart of the Team” document (See Appendix)

Financial Deadlines

Due dates:

- ⇒ **Deadline 1: Set by Team Leader after Team Approval Form Completed**
Due: Non-refundable \$50 deposit from each member and team member application due

- ⇒ **Deadline 2: Before Ticket purchase**
Due: Half of the team costs are due

- ⇒ **Deadline 3: One month before departure**
Due: Full cost of the team due

These deadlines are not negotiable. If you realize you are not going to meet one of these deadlines, you must contact your team leader to discuss the situation with him or her. These deadlines exist for several important reasons. By meeting these deadlines, you are communicating to your team leader that you are serious about being a part of the project. Please realize that if your plans change and you are unable to go on your project, expense has already been incurred on your behalf up to the date of your withdrawal. Because of this, **any expense that has been incurred on your behalf that is non-refundable, such as an airline ticket, will not be refunded to you (unless cancellation is due to a death in the family or a tragic family incident).**

Fundraising Ideas

*Please note:
All sale items must be pre-approved by the Outreach Pastor and the Elder Board before money is
exchanged on SBC Campus.
Thank you!*

"People give to vision.

Give people something to be a part of.

Allow them to take some ownership."

Jennifer Lichty Director of Special Teams International

Gift Wrapping

This is great around Christmas time. Plan a gift wrapping service in a store or at your church, group, or school. Have people stop by after shopping to pay you to wrap their gifts.

Adopt-a-Day

Ask individuals to support a specific day of the short-term team. Calculate the cost per day by dividing the cost of the trip by the number of days. (i.e. \$1,200/15 days=\$80 per day). Of course, it sounds much easier to raise \$80 from 15 people than it does to raise \$1,200! You could allow people to adopt half days if they cannot commit to an entire day! This may also encourage them to pray for you on that day!

The team member simply assigns a specific calendar day (i.e. July 1st) for the supporter. Then, while overseas, the team member should journal the important activities of the day. These notes could either be completed on the field through email, or immediately upon return to their supporters!

Computer Labels

Make return labels and sell them for \$5.00 to \$10.00 for 100 labels. If possible, use a color printer and be creative with clip art.

Stock Certificates

Print up stock certificates and sell them to members of your church or as a group "investment". Sell each share for a set amount; say \$5, with no limit to how many shares a person can buy. After selling shares, invite purchasers to a "stockholders meeting" to keep them informed about how their investment is doing. This could be done before the team serves, as well as after they return. At the last "stockholders meeting," explain that the "dividends" they receive are the results of the team experience.

Coupons for Missions

Get people to donate the money that they saved that week at the grocery store by using coupons.

Service-a-Thon

If you know a hairdresser, car mechanic, or other service industry professional, ask them to donate a day by volunteering their services and contribute the donations to the team.

Teach a Class

Organize and teach an internet beginners course, Power Point, or another course in which you have skills. Charge for your time and materials.

Host a Brunch or Breakfast

Host an Easter or Mother's Day Brunch or Father's Day Pancake Breakfast. Sell tickets in advance and have the team members make a great feast.

Skip Starbucks

Figure the amount of money a person might spend on Starbucks in a week. Ask them if they would be willing to donate that amount of money to your group.

Restaurant Ideas

Find a restaurant that will donate part of the cost of a meal to your group when you mention the group's name when ordering. Sell restaurant meal tickets. Long John Silvers (fast food restaurant) in Houston gave free meal tickets to a church group to sell to raise funds.

Sell Flowers

Sell roses or other flowers on Mother's Day or Valentine's Day.

Sell Cards

Sell homemade cards during the holidays or just for miscellaneous events.

Make Salvation Bracelets

Sell two for \$10.00. The buyer gets to keep one and gives one back to you for you to take on your team to give a child.

Pie Toss

People bid on a pie that they can throw in someone's face – with that person's permission. Team members, pastors, youth workers, etc. make great targets!

Letters

Send out support letters to friends and family members who might be interested in supporting your team prayerfully and financially. Remember, non-Christians are often very interested in the work that you are doing.

Rummage/Garage Sale

Have friends, family members, and members of your church donate items for a rummage sale. Make signs promoting the sale and even advertise in the newspaper. Don't forget that this is also a great time to sell water, pop, donuts, etc. One group made half their money from selling barbecue sandwiches and brisket, which one of the men of the church cooked.

Bake Sales

The traditional bake sale is still a great fund-raiser. All you need to do is ask people in your church or community to donate coffee, donuts, cakes, pies, cookies, and other baked goods to the group. (Bake sales not permitted on Sundays on the SBC campus).

Auctions

Organize your auction, decide what you want to sell, ask to be the auctioneer and promote it well. Here are a few auction ideas:

The Go-For-It Auction

For this auction ask business and individuals to donate major items to be auctioned (i.e. appliances, dinners at well-known restaurants, football tickets, and so on). If the cause is a worthy one, items like these are not that difficult to obtain. It takes more work, but usually the return is much greater.

The Task Auction

Ask people to donate something that they can do, like mowing a lawn, washing windows, tuning up a car, giving guitar lessons, etc. Print these tasks on coupons and then auction them off to the highest bidder. Purchasers may then contact the task-giver to arrange the time to carry out the task.

Concerts/Special Programs

Host a concert or special program for the community and collect donations for admission to the event. Partner with a local band or have an open mic night that would attract people to your event. Bake sales or concessions could also be done in conjunction with this type of fundraiser.

Child Care Nights (conducted within SBC guidelines)

Host a child care night where families can drop off their children for the evening while they go out on a date or attend a special conference/evening night out. Collect donations for the services provided. All workers must fill out and complete the approved SBC paperwork to be released to care for children on the SBC campus.

Car Wash

Pick a few weekend days through out the month to host a car wash. Donations can be received for the job well done! Contact gas stations, department stores (Kmart, Walmart, Circle K, local churches, etc) to seek approval to set up a wash location.

Dinner Events

Host a spaghetti dinner night or other special dinner events to draw in donations for your team. Showing a video about the country of service or even highlighting the evening with décor from your country of service can add to the overall event.

“Hire Out” for Saturday Work Projects

Go around the neighborhood and mow lawns., clean homes, rake leaves, etc for donations. Or you could have a list of projects that your team or individuals o/associated with your team can do for others to raise donations. (Example: hire out someone to change oil for families, make dinner, pull weeds, organize closets, haul away trash, put up/take down Christmas lights).

Scottsdale Bible Church
Team Fundraising Approval Form

Team Name:

Team Dates: through

Lead Organizer for Event:

Type of Fundraiser:

Requested Fundraiser Date:

Times for Fundraiser:

Staff Partnering with Fundraiser Event:

Rooms/Location Requested:

Plans to Promote the Fundraiser:

For Office Use Only:

On-Campus Fundraiser Approved: Yes No

Date Approved:

Rooms Reserved: Yes No

Appropriate Staff Notified: Yes No:

Signature Approval _____

Signature Approval _____

