



## How to Raise Support for a Short Term Trip

- **PAY YOUR DEPOSIT:** Your trip leader will notify you when you have been added to the trip. At that point, you need to pay your **non-refundable, non-transferable** \$300 deposit (\$100 for domestic trips without airfare). The deposit will be credited toward the cost of the trip. Your application is not complete and no additional funds can be accepted until you have paid your deposit. Your initial deposit can be given in two ways:
  - a. **Give Online** at [www.summitrdu.com/supportshortterm](http://www.summitrdu.com/supportshortterm). You'll enter your name as well as your trip name.
  - b. **Mail a Check** to the church at 2335-114 Presidential Dr, Attn: *Name of your trip*, Durham, NC 27703 and include a slip of paper that indicates "*name of trip - your name - initial deposit*". Checks should be payable to The Summit Church.
- **RAISE SUPPORT:** After applying, being accepted, and paying your deposit, your next step is to raise support. You may self-fund all or part of the trip or raise funds for the trip through support letters and other means. However, we encourage everyone to raise at least some support for trips. Here is everything you need to know about raising support.
  - a. **Contributions are for the trip, not individual participants** – All monies given to the Summit Church are given for the mission trip, not for individual team members; however, each team member is expected to contribute or raise support for their portion of the total trip expenses. **Money contributed to the church by you or at your request will be used to meet trip expenses and is non-refundable, even if you are unable to participate in the trip or receive contributions in excess of your share of expenses.** Each participant will be responsible for paying all costs incurred by the church on their behalf for the trip. All funds contributed to the Summit Church for your team are given for the church planting efforts of the church and are subject to tax law and the financial policies of the church.
  - b. **Everyone going on a Summit trip has already received a subsidy** – Trips administered by the Summit have been subsidized with missions funds. The published trip cost reflects this subsidy, reducing the amount for which you are responsible. Since the church has covered a portion of your costs, additional scholarship money is not available; you will need to cover the entire portion of team expenses communicated to you by your trip leader.
  - c. **How people give towards your trip** – You must pay your non-refundable, non-transferable deposit (see first section above) before the church can accept contributions on your behalf. All contributions made to the Summit Church are considered tax-deductible expenses and are non-refundable. Once you've paid your deposit, contributions can be made by you or

your supporters in two ways:

- i. **Give Online** at [www.summitrdu.com/supportshortterm](http://www.summitrdu.com/supportshortterm). Contributors will be asked to provide your name as well as the trip name.
  - ii. **Mail a Check** to the church at 2335-114 Presidential Dr, Attn: *Name of your trip*, Durham, NC 27703. Checks should be payable to The Summit Church and include the form that is a part of the sample support letters below. **Your name should not be written on the memo line of the check.** If you receive any checks from contributors, you should submit them to your Team Leader or to the Summit Missions Team on a weekly basis along with the form from the support letters.
- d. **Viewing contributions** – you are able to view the contributions made to the church at your request by signing into your account on Managed Missions. **To protect the financial privacy of contributors, you will see names and dates, but will not see the amount contributed to the church.** Contributions are posted manually into trips on Managed Missions as reports are received from Finance. **Please allow at least one week for your initial deposit or contributions to post** before asking your trip leader about contributions you are aware of that do not appear in your record.
- e. **If your team raises more than enough** – If your team raises more than the total cost of the trip, those funds are placed into a general fund to subsidize future mission trips. The Missions Staff will make all decisions about the allocation of team overages once the final payment deadline for your trip has passed. Due to the tax-exempt status of contributions, no money will be refunded to any individual contributor or participant.
- f. **Payment deadlines** – As a rule, Summit short-term trips involving airfare will follow these financial deadlines.
- **120 days from trip departure:** Your \$300 non-refundable, non-transferable deposit is due once you are accepted to the team.
  - **75 days from trip departure:** Majority of funds are due and airline tickets are purchased. All team members must meet this goal before tickets can be ordered for any team members. Airline tickets will not be ordered for those who miss this deadline. **The total cost for trip leaders and Summit staff is due on this date.**
  - **45 days from trip departure:** The full cost of the trip is due for all other participants.
- g. **Cancellation by Participant** – If you have to withdraw from a trip, there are several things you should know:
- i. Deposits are never refundable.
  - ii. Other contributions made on your behalf are also not refundable if the trip takes place. Contributions are refundable only if Summit cancels the trip and must be at the request of the contributor. Refunds can only be considered for contributions that have not received receipts for tax purposes.
  - iii. If an airline ticket has been purchased, the church reserves the right to fill the vacated spot with another individual and credit them with support dollars to ensure the trip takes place

- iv. Once the final accounting for a trip is complete, other unspent funds may be held in reserve for up to 12 months, after which they are transferred to a general account for short term trips.
- h. **How to Raise Support** – One of the first steps of your mission effort is trusting God through steps of faith to provide the funds. Raising support is an act of faith that God will get you where He wants you to go. It can be a time-consuming process, so get started as soon as you are accepted to the trip. Don't procrastinate. There are several ways to raise support.
- i. **Support Letters** –
    1. **Why?** We advise you to send out support letters regardless of how much you can pay with your own funds. Remember the goal is to raise supporters, not just support. You are looking for a team of people to invest in what God is doing in your life, not just asking people for money. You need to be completely covered in prayer as you go on your mission and the support raising process is ideal for that as well. Also, your letter itself can act as a challenge to other Christians to be involved around the world.
    2. **How Many?** We recommend that you send personalized support letters to at least 30 people for most trips.
    3. **Who?** Ask the Lord's help in coming up with your support list. Don't be shy - send letters to friends, family, extended family, coworkers, non-believers, and anyone who might want to know what you are up to and might be able to help. Your letter may be an opening for you to share the Gospel with non-believers. You will be amazed how God will raise funds for you as you let Him direct you.
    4. **How?** As soon as your application is approved and you've paid your deposit, write your letters and put them in the mail. You should write the letter yourself and have someone check it for spelling and grammar. Avoid a standard "form" letter if possible. The body of the letter can be the same for all recipients but personalize at least the name at the top and, if possible, an opening remark or closing comment for each letter you send. Limit your entire letter to no more than two pages. Below are two sample support letters to help you. Be sure to customize these to accurately reflect the details of your trip. Use a type font that is easy to read (12 or 14 point) and be sure to cover the following:
      - a. Your call and motivation to go
      - b. When and where you are going (use non-specific language when visiting closed countries)
      - c. What you will be doing and to whom you will be ministering
      - d. What you want from those who get your letter:
        - i. Prayer - give specific ways to pray for you and those you are going to serve
        - ii. Financial Help - mention your financial deadlines
      - e. Details regarding financial gifts:
        - i. The amount needed
        - ii. How to give online or by check (participants names should not be on any checks given)
        - iii. Tax deductible nature of contributions
        - iv. Summit will advise you they contributed but will not reveal the amount

- f. Thank them for praying and supporting you
- 5. **Phone Calls.** Around ten days after your letters are mailed, make follow-up phone calls to most of those to whom you sent letters. This will give you a chance to tell them a bit more about your trip and ensure they do not forget about your letter. If you aren't making phone calls, you aren't raising support!
- ii. **Other Fundraising Suggestions** – Below are several other ways to raise funds for a trip. Due to the number of people involved in Church Planting, The Summit Church is unable to host or advertise for fundraisers on campus or through The Summit's website or The City.
  - 1. **Odd Jobs** – Mow lawns, baby-sit, or find other creative ways to earn additional money.
  - 2. **Personal Sacrifice** – Cut off the cable, bring your lunch to work, drink water instead of soft drinks. Put any money saved toward the trip.
  - 3. **Yard Sale** – Host a team-wide yard sale. Ask friends and family to donate items for the sale and split the money between each participating team member.
  - 4. **Make Something** – Use special talents or skills to make items for sale. Find a creative place to sell the items.
- i. **Common Misconceptions About Support Raising:**
  - i. *MYTH:* Friends don't ask friends for money. I'll lose friends.
    - 1. *TRUTH:* the body of Christ supports one another, and most friends will be happy to know about your trip and contribute what they can!
  - ii. *MYTH:* You shouldn't ask people to give, just ask them to pray.
    - 1. *TRUTH:* You should definitely ask people to pray, but you should also ask them to give, as they are able, to the mission of God through your trip!
  - iii. *MYTH:* If you have the money, you should just pay for your own trip.
    - 1. *TRUTH:* Of course you should put some "skin in the game" yourself; however, not raising any of the support is robbing others of the opportunity to invest in what God is doing in you and around the world!
  - iv. *MYTH:* You should only ask people that you think have disposable income and can afford it.
    - 1. *TRUTH:* It isn't about the amount someone is able to give but rather about the fact that they do give and join the mission of God in that way! You'll be surprised how God uses your request for support to shape others and call them deeper into His global mission.
  - v. *MYTH:* You can't ask people for money that you asked last year.
    - 1. *TRUTH:* Remember you aren't raising support – you are raising supporters. Therefore, when done in the right way, you are building a team around you to pray for you, guide you, encourage you, and indeed support you as you follow the Lord's call on your life. Therefore, as you build your support team, it is completely fine to ask people for support as you have the opportunity to take part in different opportunities!

## ***Have Questions?***

*Contact your team leader or the Summit Missions Team at [missions@summitrdu.com](mailto:missions@summitrdu.com).*

## Sample Support Letter # 1

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

The Summit Church has been sending teams to work with church planters around the world for a number of years. Each time, God has used the team in wonderful ways to refresh the church planters in the area and reach the surrounding communities. This year a team is going to South Africa to work with our church planter living in the largest city, Johannesburg, and the surrounding areas. I am excited to be a part of this team that will be in South Africa, July 31st - August 10th, 20xx.

The primary goal of this mission trip is to work with a local church in an impoverished area of the city. We will assist them as they faithfully strive to present the gospel of Jesus Christ to the people of their mission field. We hope to partner with that church and our church planter in reaching their community while also ministering to them personally and spiritually. We want to strengthen them and encourage them to persevere.

We will conduct backyard Bible camps with the local children. These will include Bible stories, playing games, and most importantly presenting the good news of Jesus Christ. We plan to help provide some training for the national workers in South Africa, as well as minister to our church planters. We plan to prayer walk through different areas of the city and work with refugees from other areas of Africa, many of whom are Muslim.

I am asking you to consider being my partner in this great challenge. If at all possible, even a small contribution to assist with the **\$2300 cost** would be greatly appreciated. I believe the return on our joint investment will yield eternal results! **The biggest part of my support is due by April 30, 20xx.** The remaining portion is due by June 1. If you can assist me financially, you may give online at [www.summitrdu.com/supportshortterm](http://www.summitrdu.com/supportshortterm). Be sure to enter my name as well as *South Africa* for the trip name. If you prefer to give by check, it should be payable to The Summit Church. **Be sure to enclose the form below with your check. My name should not be written in the memo line of the check.** You can mail your tax-deductible gift to The Summit Church, South Africa Team, 2335-114 Presidential Dr, Durham, NC, 27703. For your financial privacy, the church will tell me that you have contributed, but they will not disclose the amount.

Most importantly, I ask for your prayers. If you will pray, then I believe God can use me in a mighty way and do "immeasurably more than all we ask or imagine." Please pray for the local church and church planters we are going to serve; pray that God will grant them fruitful ministries. Pray for the spiritual preparation of our entire South Africa Team and for those we will encounter. Pray that I will be sensitive to the leading of the Holy Spirit and obedient to His voice. I appreciate your prayer and support for this trip.

*With gratitude,  
Tom Walters*

***(please return this portion with any donations)***

This donation is given to support the South Africa Team and was made at the request of Tom Walters

Please mail your tax-deductible gift to:

The Summit Church  
South Africa trip  
2335-114 Presidential Drive  
Durham, NC 27703

Please provide the following:

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

Mailing address: \_\_\_\_\_  
(If different than your check)

## Sample Support Letter # 2

Hello!

I pray that this letter finds you well. It's hard to believe that this fall marks the beginning of my second year of owning a townhouse, my third year of marriage, and my third year of teaching. Since finishing college, God is teaching me that life isn't all about me and that I am on this earth to love God and love others. In fact, God has given me a unique opportunity to put these lessons into action. From December 14-22, John and I are participating in a short term trip to Central Asia. When I would normally be frantically (and selfishly) shopping for Christmas gifts, this year I'll be serving overseas to introduce people to the greatest gift of all—Jesus Christ!

Our church, the Summit Church, has sent multiple church plants to countries throughout the world, including one in Central Asia. This church plant is comprised of members from our congregation who moved to Central Asia with the hope of seeing an entire city transformed by the power of the gospel. The purpose of our trip is to aid this Central Asian church by encouraging the church planters and hosting various outreaches within the city. As a teacher, I may even visit the local schools.

If you would like to help, there are two ways to be involved. First, and most importantly, you can help by supporting me in prayer! Pray that the Holy Spirit would already begin working in the hearts of the people that we will encounter, allowing them to know the love of Christ that surpasses knowledge, that they may be filled with all the fullness of God (Ephesians 3:14-21). Pray that God would prepare all of us for what He will do during our trip. Your prayers are greatly appreciated, so feel free to pray as the Holy Spirit leads.

Second, you can help by supporting me financially. **The largest portion of my \$2500 cost is due July 20.** Any amount of money that you are willing to give will be greatly appreciated. If you are able, you may give online at [www.summitrdu.com/supportshortterm](http://www.summitrdu.com/supportshortterm). You'll enter my name and Central Asia for the trip name. If you prefer to give by check, checks should be payable to The Summit Church. **Be sure to enclose the form below with your check. My name should not be written in the memo line of the check.** You can mail your tax-deductible gift to The Summit Church, Central Asia Team, 2335-114 Presidential Dr, Durham, NC, 27703. For your financial privacy, the church will advise me that you have contributed but will not disclose the amount.

I am truly blessed to call you my friends and family, and I would love to hear an update from each of you. Know that you are all in my prayers, and that I am excited about what God is doing in our world—locally and globally!

*Sincerely,*  
*Sarah Kennedy*

***(please return this portion with any donations)***

This donation is given to support the Central Asia Team and was made at the request of Sarah Kennedy.

Please mail your tax-deductible gift to:

The Summit Church  
Central Asia Team  
2335-114 Presidential Drive  
Durham, NC 27703

Please provide the following:

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

Mailing address: \_\_\_\_\_  
(if different than your check)