

# Global Programs & Global Urban Trek Support Raising Manual



Welcome to your InterVarsity Global Program or Global Urban Trek! We are excited for you to have this opportunity to be involved in God's Kingdom around the world. May God bless you as you prepare for the wonders that he has ahead!

**Read this support raising manual and then read the instructions with the donor support record forms.** After you have filled out a couple of the donor forms, send them in with your checks.

If you have questions, please email us at [gp@intervarsity.org](mailto:gp@intervarsity.org).

# Table of Contents

- Table of Contents..... 2
- Reflection: Money and Scripture..... 4
- Questions for Reflection and Journaling:..... 4
- Scripture Study: 1 Timothy 6:6-19 ..... 4
- Questions for Reflection and Journaling:..... 5
- Additional Scriptures and Questions: ..... 5
- Scriptural Examples of Gathering Ministry Partners ..... 6
- Scriptural Examples of Sharing with a Team ..... 7
- Team-Based and Communal Models of Support Raising..... 7
- Helpful Donor Information ..... 8
  - Financial Integrity ..... 8
  - Doctrinal basis ..... 8
  - Tax-deductibility ..... 8
  - Refunds ..... 8
  - Budget Breakdown ..... 9
- How to Submit Your Money..... 10
  - By check:..... 10
  - Online: ..... 10
- Developing a Support Team: Getting Started ..... 11
  - Step 1: Take Inventory of Prospective Supporters ..... 11
  - Step 2: Estimate Network Capacity ..... 11
  - Step 3: Prepare Yourself For Asking ..... 12
  - Step 4: Choose Language that Resonates..... 12
- Developing a Support Team: Asking for Support..... 13
  - Prayer Partners..... 13
  - Asking Individuals ..... 13
  - Asking Your Small Group ..... 14
  - Asking Your InterVarsity Large Group and Other Groups of People ..... 14
  - Asking Non-Christian Friends..... 15
  - Asking Your Church..... 15
- Developing a Support Team: Asking Advocates to Help ..... 16
  - Helping by Expanding Your Network..... 16
  - Helping by Hosting a Vision Event ..... 17

Helping by Bridging You to His/Her Church.....	17
Tools for Asking: Letters.....	17
General Suggestions for Writing Letters .....	17
Letter Content .....	18
Follow-up .....	18
Tools for Asking: Email .....	18
Tools for Asking: Phone .....	19
Tools for Asking: In-Person and Video Chats.....	20
Tools for Asking: Social Media .....	20
Security in Communications for Sensitive Locations If you are not sure if you are going to a sensitive location, ask your program director. ....	21
A Support Raising Timeline .....	22
Frequently Asked Questions.....	23
Insurance Coverage.....	25
Appendix 1: Sample Inventory Sheet.....	26
Appendix 2: Sample Presentation Outline.....	27
Appendix 3: Church/Large Group Sample Sign-Up Sheet.....	29
Appendix 4: Sample Large Group Handout.....	30
Appendix 5: Sample Letters.....	31
Sample Letter A .....	31
Sample Letter B .....	32
Sample Letter C.....	33
Appendix 6: Sample Emails .....	34
Appendix 7: Sample Facebook Communication.....	36

## Reflection: Money and Scripture

Many people do not realize it, but the act of raising support to go on your GP serves as a key preparation for entering into the summer. As part of that preparation, we'll take some time to look into what scripture says about money and how our experiences with money play into our feelings about raising support.

### Questions for Reflection and Journaling:

1. How was money talked about in your family? What feelings do you remember associated with conversations about money? What things were understood, but not talked about in relationship to money?
2. What was your family's attitude toward giving? Did you know if and to what your family made contributions? What was your church's attitude towards giving?
3. Do you know any wealthy people? What is your attitude toward wealthy people that you know? That you don't know? What assumptions do you make about wealthy people?
4. How have your own experiences and unconscious feelings about money influenced your own attitude toward raising support? How have they impacted your ability to talk with potential donors about money?

### Scripture Study: 1 Timothy 6:6-19

But godliness with contentment is great gain. 7 For we brought nothing into the world, and we can take nothing out of it. 8 But if we have food and clothing, we will be content with that. 9 Those who want to get rich fall into temptation and a trap and into many foolish and harmful desires that plunge people into ruin and destruction. 10 For the love of money is a root of all kinds of evil. Some people, eager for money, have wandered from the faith and pierced themselves with many griefs.

11 But you, man of God, flee from all this, and pursue righteousness, godliness, faith, love, endurance and gentleness. 12 Fight the good fight of the faith. Take hold of the eternal life to which you were called when you made your good confession in the presence of many witnesses. 13 In the sight of God, who gives life to everything, and of Christ Jesus, who while testifying before Pontius Pilate made the good confession, I charge you 14 to keep this command without spot or blame until the appearing of our Lord Jesus Christ, 15 which God will bring about in his own time—God, the blessed and only Ruler, the King of kings and Lord of lords, 16 who alone is immortal and who lives in unapproachable light, whom no one has seen or can see. To him be honor and might forever. Amen.

17 Command those who are rich in this present world not to be arrogant nor to put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment. 18 Command them to do good, to be rich in good deeds, and to be generous and willing to share. 19 In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life.

## Questions for Reflection and Journaling:

1. Timothy is a young man at the beginning of a new ministry. His mentor, Paul, writes to him about a proper perspective on money. In vs. 6-11 what is his counsel related to those who do not have material wealth? What temptations do they face? Does Paul consider money to be evil?
2. What is Paul's counsel in vs. 17-19 to those who do have material wealth? What temptations do they face? What responsibilities do they have?

## Additional Scriptures and Questions:

1. What does scripture say about a proper perspective on money in the following passages?
  - a. Psalm 37:16
  - b. Ecc. 5:10-20
  - c. Mark 10:17-31
  - d. Luke 16:10-13
2. How would you summarize a scriptural perspective on money? Where do your feelings about money need to be better aligned with scripture?

*It is important to realize that talking about money is one of the greatest taboos in our culture; it is more of a taboo than sex or religion. Is it possible that when you come to fundraising you can't be up front about it because it has something to do with that intuitive little place in your heart where you need security and you don't want to give it away? Perhaps your earthly father said that you should be sure not to become dependent on someone else, you don't need to beg, you need to be sure you have your own house, etc. Jesus is saying something very radical— you can't put your security in God and money. Make a choice!*

*-Henri Nouwen*

## Scriptural Examples of Gathering Ministry Partners

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.

**1 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.

**Luke 8:1-3** In Jesus' ministry, three women are cited for providing for all of Jesus' and the twelve disciples' needs "out of their resources."

**Acts 2** As a community in Christ, the first followers of Jesus shared all that they had.

**Philippians 1:1-13 and 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.

**2 Corinthians 8-9:14** The Corinthians were participants in ministry with Paul through their giving. Your participation in this program is a doorway for others to be involved in God's work in the world!

## Scriptural Examples of Sharing with a Team

### Paul Asking on Behalf of Others: 2 Corinthians 8-9

1. Look up this passage and read both chapters.
2. What had the Corinthians promised to do? Who was going to benefit?
3. What direct effort did Paul, through Titus, make to collect what was promised? How would you feel about this letter if you were a Corinthian?
4. What basis did Paul have for being so bold? How do you feel about putting your relationships on the line for the needs of God's people?

### Acts 4:32-37

1. What did members of the team with more wealth do?
2. What prompted them to do this?
3. What was the result? How was the communal work of the first disciples affected?
4. What might the effect have been on the relationships within the community?

### Team-Based and Communal Models of Support Raising

In 45 years of sending Global Programs, we have found that different students' networks have different financial capacities. Two students may each enroll in a \$4,000 summer program. One raises the full amount after asking 25 people in their network; another student asks 75 people and raises \$2,000.

Students who come from non-Christian homes, denominations that do not support international mission, or lower socioeconomic backgrounds often face disadvantages in dollar-based support raising. Similarly, students who pay for their programs entirely out of pocket or with a few large donors often struggle to embrace community and cross-cultural relationship building as readily as those who have already prepared to rely on others through intense support raising and prayer team initiation.

**One team-based model is effort-based:** it ensures that each student does the same amount of work, understanding that the same amount of work will yield different financial results for different students. In this way, students engage in the same spiritual discipline leading up to their GP, and the corporate networks of the team provide for all. If your team is using this model, your director will provide you with specific information on how it will work. Other ideas include **team fundraisers** (ask your director before organizing this); **calling nights** for team members to work on support raising at the same time; and **reaching out to trip alumni** (again, talk to your director to get this info).

## Helpful Donor Information

### Financial Integrity

InterVarsity Christian Fellowship/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 trustworthiness 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.

Read more at: <http://www.intervarsity.org/about/our/our-doctrinal-basis>

### 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 InterVarsity for your Global Program are under the control of InterVarsity and are to be used exclusively for Global Program expenses as authorized by the Board of Trustees of InterVarsity. Anything given to you for personal spending is NOT tax-deductible.

### Refunds

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

## **Budget Breakdown**

Every Global Program is different. Global Program 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.

### **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 Programs.

### **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 Program 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, 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 for 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 may be a debriefing time for directors.

## How to Submit Your Money

### By check:

1. Checks are to be made payable to InterVarsity Christian Fellowship.
2. Donors should send or hand their checks to you. You will send the checks in with the Donor Support Record, available on the GP website.
3. Look over the check for accuracy. Is it payable to InterVarsity and is it signed?  
If it is not made payable to InterVarsity, ask the donor to re-write it.  
InterVarsity cannot accept checks made payable to students.
4. Fill out the Donor Support Record. Print legibly! We need to have complete names and complete addresses provided to be able to process the funds.
  - A. Put your full name, address, phone number, and program location in the appropriate place.
  - B. Put the page number at the top. Each should have its own number. Include the date.
  - C. 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.
  - D. Record the donor's full address with zip code.
  - E. Record the check number.
  - F. Put the checks in the order that they are listed on the donor support sheet.
  - G. 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.
  - H. If you have checks whose physical size is larger than the rest, put it at the bottom of the list and stack of checks.
  - I. Include only seven donors per page.
5. Send the Donor Support Record with the checks to

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

### Online:

Instead of checks, your donors may give online: [www.intervarsity.org/donate](http://www.intervarsity.org/donate).  
Once your director has accepted you to the program, Donation Services will set up an online account for you. (Please allow a day or two for this to happen.) Then your donors can go to the donation page and type in your name in order to make a gift. Note that the 2.5% credit card fee will be charged to your account. Unfortunately you will not be able to see your account balance online.

### **Developing a Support Team: Getting Started**

The vision and purpose of Global Programs is that God would use them to challenge, strengthen and mobilize his Church for the cause of Christ world-wide. Through our short-term programs, we have the opportunity to stimulate our InterVarsity 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 three 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, faith, and knowledge to your support team, including those who may be socio-economically or culturally different than you, 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.

### **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 InterVarsity Chapter)
- Friends outside of campus
- Church Pastors and Missions Committee Heads
- Church Members (home church and school church)
- InterVarsity 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. 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.

### **Step 2: Estimate Network Capacity**

GP participants come from a variety of different backgrounds; different networks may have different capacity to give. In order to help ascertain how much your network might be able to contribute, use the sheet below. Remember, it is better to aim high – all support raised corporately supports your team.

As some donors may ask for an amount to give, it is helpful and important to have an estimate of where your financial support will come from in mind. 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 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 =	<u>\$ 0 (or less than 0)*</u>

\*If your balance is less than 0, it provides an ideal cushion. If you are confident that you can raise more than the Global 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, email, 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 Program.

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 Program?
- What will I be doing and learning through the Global Program?
- 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)?

### Step 4: Choose Language that Resonates

Each community hears invitations differently; not all communities will understand what you mean by “partner with me” or are comfortable with the language of “donor.” Before you begin to ask, consider:

- What language do the communities you're a part of use when they unite for a cause?
- How is money viewed among your communities? Is it a communal resource, hard-earned possession, something entrusted to steward, etc.
- What sorts of language do people understand around giving money?

- Do your communities tend to use “I” language or “We” language? Are you explaining what you’ll be doing and how it will benefit your growth, is a group of people sending you for the betterment of the community?

Keep in mind that your supporters may be familiar with different terms. Each term tends to carry cultural significance with it; consider what explanations and/or questions arise with each term. For instance, will you need to talk about your summer as a collective group effort? Will you need to explain why this program in particular is worth pursuing? Some different examples of language:

- **Sponsors** – “I’m looking for people who will sponsor me for this program. Right now, I have twelve, but I’m looking for fifty. Would you consider sponsoring me with prayer and a contribution of \$100?”
- **Investors** – “I’m gathering a group of people who are investing in me spiritually and financially.”
- **Colaborar** – “Estamos uniendo un grupo de apoyo para orar, recaudar fondos, y explicar lo que haré en India este verano. Ya somos diéciseis, pero estamos esperando cincuenta personas y queremos recaudar dos mil dólares para cubrir el costo del vuelo y la comida. ¿Estás dispuesto a colaborar con nosotros?”  
 “We’re gathering a group of support to pray, raise funds, and explain what I’ll do in India this summer. We’re already sixteen, but we’re hoping for fifty people and we want to raise two thousand dollars to cover the cost of the flight and food. Are you willing to **collaborate** with us?”
- **Partners** – “I’m gathering people who can partner financially and spiritually for the summer. I’m excited to hear how I can serve both those sending me and those where I am going.”
- **Supporters** – “I’ve committed to find 75 supporters. Would you be willing to be part of my support team?”

### 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).

### Prayer Partners

Prayer partners are crucial to any support team; theirs will be the prayers carrying you through the summer. They will be the ones with words from the Lord when you return. They will be the ones who journey with you from afar. We hope each student will gather a team of 5-10 **core prayer partners**.

Before asking someone to commit to pray for you over the summer, consider what you will need prayer for. Come up with 3-5 core items to provide to your prayer partners, areas you know will come up over the summer.

When asking someone to serve as a prayer partner – consider asking them to set aside a regular time to pray for you. Maybe they will lift you up in your church’s weekly services, perhaps they will pray for you each night before bed. Perhaps they can journal or do contemplative art work 2-3 times over the summer for you. Be creative!

### 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 email the person 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 okay, be sure to allow for enough time to talk about your Global Program 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 email 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 Program 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 Program, 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 InterVarsity Large Group and Other Groups of People**

If you are in a fellowship which meets as a large group, consider sharing about your Global Program at the large group meeting. (See a sample presentation outline in Appendix 2.) 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 staff worker and ask for your staff worker'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 Program students to share their experiences and why they got involved.
- Present a profile of the country or place you are going to.
- Ask your staff worker to dedicate a large group talk on “God’s Love for the World” or the implications of Micah 6:8, etc.
- 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 and 4).

### 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 Program? For example, if your program focuses on holistic faith-based community development in Bolivia and your non-Christian friend values social justice, consider framing your program in that manner.
- Think about your non-Christian friends and their ethnicities. If you are heading to Manila on your Global Programs, 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 emails 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 you’re 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 church's adult study class to do similar things that you're asking your small group on campus to do.
- Do a presentation about your Global Program (see Appendix 2) during or after the main service.
- Do a presentation about your Global Program to adult study classes. Pass around a prayer sign-up sheet (see Appendix 3).
- Schedule a special brunch at church, where you could invite church members who are interested in missions.
- Ask if the church can designate a special offering one week for people who want to designate their offering toward supporting your Global Program.
- Ask if it's acceptable for you to distribute your prayer letters at church or to send an email to the church directory regarding your Global Program.
- 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 InterVarsity 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 contacts? Consider contacting people who may be motivated to help you expand your partner network with their 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 email addresses of potential supporters, introduce you in a face-to-face meeting with missions-minded people, connect you to a pastor or missions committee head, arrange a speaking engagement for you, host a fundraising party, write a letter or email a recommendation to other alumni that you don't know, etc. Here's how to ask for help:

### **Helping by Expanding Your Network**

"Hi Sylvia!...I'm spending some time this week on my fundraising for my Global Program 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 email addresses? Do you think that I could 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?"

### **Helping by Hosting a Vision Event**

“Hi Jason!...I’m spending some time this week on my fundraising for my Global Program 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 email you in the coming weeks to confirm and go over more details.”

### **Helping by Bridging You to His/Her Church**

Hi Sam!...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 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 Program. 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: Letters**

Writing letters or postcards (sent on paper or electronically) is a key tool in asking for support. Letters keep your friends informed of your acceptance and involvement in the Global Program. Design your letter or postcard to inform others of God's work in your life, to share how you became involved in Global Programs, 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.
- Don’t fill space. If you have only two paragraphs worth of material to say, don’t extend it for the sake of filling the page. Consider sending letters that are half-sheets or quarter-sheets, if not a postcard.
- Use pictures!
- 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.
- Format the letter neatly. Copy it on high-quality white paper.

## Letter Content

First, introduce yourself and include a recent photo (of yourself and/or your program country). State your acceptance on the GP and give a short program 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. Unfortunately, you cannot use InterVarsity business reply envelopes for this purpose. If sending the letter electronically, attach a survey or Google form for people to respond.

Donors will get tax deductible receipts, so they should make out their checks to InterVarsity Christian Fellowship, with your name and program on the memo line, sending 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 email inquiring about the letter you sent them. Did they receive it and have time to look it over?

## Tools for Asking: Email

Because you may only have a short time to get in touch with potential supporters, email may be a tremendous tool to utilize for communication. In addition to writing letters, send out emails. Email can also be a medium for distributing your letters electronically to some of your donors. Here are some suggestions for utilizing email effectively:

- **Most emails should have a few personalized sentences.** While the main body of the message can be generic, a few opening lines personalized to each recipient go a long way in making the person feel known and acknowledged. These feelings will make them more amenable to partner with you, since you've already shown yourself to be a partner with them.
- **Use email to update your supporters.** Try to email a generic message to all your supporters immediately before you leave for the program, once during the program (if permitted by your director), and immediately after you return from the program. When sending the mass email, try to hide the address list (use "bcc").

- **Use email to follow up your presentations.** Email to follow up with individuals from your presentations to large groups of people (i.e. churches). Often, they may remember your presentation, but have just forgotten to send in a financial gift.
- **Use email to set up face-to-face appointments.** Email 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 email to get the word out.** Personalize a short email 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 emails. (See samples in Appendix 6.)
- **Email needs to be organized.** Keep your address list updated. Copy yourself on all fundraising-related messages. Create an email folder titled "Fundraising" to hold messages from supporters and your own messages.
- **Email should be efficient for the reader.** Keep messages short. Personal messages should fit on one screen. Mass emails should be at most one printed page. (See samples in Appendix 6.)

## Tools for Asking: Phone

**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 and 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 voicemail to take returned calls.
- After the small talk (2 minutes maximum), 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 email.** 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.

## Tools for Asking: In-Person and Video Chats

Asking in person is **the most effective** and desirable way to invite someone onto your support team. Face-to-face encounters build rapport and make space for connection. About 80% of face-to-face appointments that include an ask will result in the person agreeing to partner with you financially.

Consider taking the following steps:

1. Call or email the person 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. After checking in with the person about their family and life, use the start of your meeting to ask questions about what excites this person about mission, about following God.
4. Be sure to allow for enough time to talk about your Global Program and to invite him/her into partnership. Be sure to specify what you want. If possible, highlight the parts of your GP that align with the parts of mission they love.
5. **Be sure to make a clear request!** Simply telling the person about your mission may feel like an invitation, but it is much more effective to ask clearly and directly. Try these:

“I have been praying for at least 10 partners to give \$100 each. Would you consider being one of those partners?”

“I would love for you to consider giving \$50.”

“Would you pray over committing \$500?”

6. After you ask, **shut your mouth!** There may be a silence after you make the ask—one that you will feel tempted to fill by talking. Do not. You have just asked someone to consider an opportunity; give them the space to do so.
7. Depending on how they answer, determine appropriate follow-up. You may need to call them in a week if they say they need to think about it, you may need to show them how the giving online page works, etc.
8. Ask if he/she has any questions.
9. Ask how you can pray for the individual, and end your time together in prayer.

After your meeting, thank the individual immediately for the meeting via email, text, 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!

### Tools for Asking: Social Media

Social media serves as a helpful avenue for communication during your support-raising for both group and individual communication. **Social media has normalized the act of reconnecting with old friends, which eases the task of approaching old or distant friends.** As with emails, messages on social media to individuals will be more personal than a bulk letter, but should remain formal and courteous. If you use social media often, incorporating your Program or Trek into your profiles or home pages will announce and inform people of your preparations and journey. **Finally, as your support team begins to form, use social sites to update and cultivate a sense of community and collaboration among your team members.** You may consider posting a few notes or blog entries to keep people informed, as well as create additional interest.

However, certain characteristics of social media limit its effectiveness. **Be aware of which demographics your social media networks can reach, and who may be excluded from those groups.** People who actively use social media will be most comfortable communicating with you that way, whereas many others will respond best to phone calls and face-to-face meetings. Additionally, remember that group communication in any format, including on Facebook, Twitter, etc., is often impersonal and informal. **Therefore, do not make groups, events, or group threads the only method you use to invite people to your support team.** Instead, use those tools to supplement personalized messages, letters, and phone calls. (See examples of Facebook communication in Appendix 7.)

**Important note: Whenever using public web space, it is very important to consider the sensitivity of the work that you, your team, and partnering organizations are doing, especially if you are traveling to a region that is closed or hostile to Christians.** Be sure to speak with your director about what details are permissible and appropriate to share. Also please read Security in Communications on p. 26.

## **Security in Communications for Sensitive Locations**

*If you are not sure if you are going to a sensitive location, ask your program director.*

The security of ongoing work in East Asia, the Middle East and many other locations is a subject of concern for all involved in ministry there.

When communicating about such a program, please remember that they are sensitive because they don't take kindly to Christian activities and have a heightened awareness of it.

**When going to a sensitive location, do not, under any circumstances, post identifying details of our trip (including people groups you're visiting, location of your travels, or "InterVarsity Christian Fellowship") on any social networking websites (e.g., Facebook) or other public places online.**

When sharing with larger groups of people, please exercise discretion:

- Avoid calling it a 'mission trip.' Instead talk about what you'll be doing. Phrases/ideas which would be appropriate to communicate/share include:
  - This is a friendship encounter where you are going as representatives of Jesus Christ.
  - One of our goals will be to build solid relationships, where you reflect the love of Jesus.
- It's probably best to refer to the region of the world instead of the country. Feel free to say you are going to the Middle East or East Asia, but do not be more specific.

When meeting one-on-one or in small groups with people you know and trust, feel free to be completely open. Stress, however, the sensitive nature of work in this part of the world and ask them to hold program specifics (country and city name and people group) in confidence.

### **Be Considerate of Other Workers**

Everything you do or fail to do in sensitive countries very likely will impact you and others.

- Do not give the names and information of long-term workers without their permission.
- Workers may not want to share the details of their organization, ministry, support, or life. Don't ask. Let them offer the information.

## A Support Raising Timeline

After acceptance to a Global Program, 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, postcard, or email explaining Global Programs to everyone on your contact list (See 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 emailing them (See Email section).</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 emailing 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, email 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 email 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, email 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 email 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>

## Frequently Asked Questions

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

No. According to IRS policy, personal expenses do not qualify as business expenses payable through InterVarsity. If you would like donors to contribute to these personal expenses, we recommend that they give these gifts directly to you.

### **What if the deadline arrives and I still haven't met my goals?**

First, it is rare for students not to go on a program because they lack support. 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 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. Your director will also ask you to write a "good faith" check covering the deficit, which he or she will hold and only deposit if your funds do not come in.

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

Most program fees do not represent the full amount needed to run an overseas program. If your program 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 given to me?**

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. For the Donor Support Record, indicate who the gift is from, their address, and the amount. On the check number 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.

You **cannot** make a donation to your account on the website when you are given cash. Do not go online and change your record to the name of the donor to give a cash gift. You cannot use your credit card/debit card number to give a gift given by another person. This creates problems with the IRS.

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

If you receive checks made out to you, ask the donor to write a new check payable to InterVarsity. **InterVarsity cannot accept checks made out to you.** If we receive checks made payable to you, we will return them to the donor asking them to re-write the check.

Do not cash the check and then give the funds online. Do not go online and change your record to that of the donor to give their donation. This creates problems with the IRS.

### **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: [donate.intervarsity.org](https://donate.intervarsity.org).

Once your director has accepted you to the program, Donation Services will set up an online account for you. (Please allow a day or two for this to happen.) Then your donors can go to the donation page and type in your name in order to make a gift. Note that the 2.5% credit card fee will be charged to your account.

### **Can I use GoFundme or other similar sites to raise money?**

InterVarsity suggests not using crowd fundraising sites like GoFundMe, Kickstarter, Crowd Rise, Indiegogo, Razoo, etc. for a number of reasons.

- It's costly. Crowd funding sites charge a fee — typically around 5 percent of the money raised, plus the transaction processing fee, up to another 3 percent to 5 percent, so a total of 8-10% fees. And then InterVarsity will charge an overhead fee as well.
- Funding coming in this way make it very difficult for InterVarsity Donation Services team to know *who* the funds are actually for. These sites are designed to send money to a single account for the organization, not multiple people /program accounts. As a result, it is often very difficult to trace who the funding should go to. Most of the time the funds end up in the general fund.
- Donor information/data is not provided to InterVarsity from these sites. With a crowd funding site, donor data is owned by the site, and they are not obliged to share it with us/ you. With InterVarsity's site (subject to privacy and data protection policies), you will be provided the names, addresses and amounts that donors have given to you so you can properly thank them.
- Money raised this way can't be receipted by InterVarsity and so no tracking is available on donations raised.
- These sites are about their own promotion, so they carry their own branding and nothing about InterVarsity. So the graphic identity and ads are controlled by the site, not InterVarsity.
- It is public. By placing your program on one of the crowd funding websites, rather than using your own account on InterVarsity's website, your message is reaching the crowd, not just your own list of contacts. This can be a good thing, but also has the potential to be problematic when the site is visited by those who find what we do offensive (and take to using Social Media to spread their message of dislike.)
- It's impersonal — which is good and bad. There's no awkwardness. Potential supporters mull over various programs and may or may not choose yours. But whether they consider themselves committed donors to your cause is moot.
- It's competitive. You're on the same website, competing with other causes and other types of programs for funding.

**BEST PRACTICE:** provide donors a link to InterVarsity's Donate site so that there is no middle-man taking an extra fee and all gifts can be properly designated and receipted.

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

Let your director know immediately or contact the GP office at [gp@intervarsity.org](mailto:gp@intervarsity.org). In most cases, we have already put a deposit on your ticket and are incurring expenses for your participation. **By law, it is illegal for us to refund your donations to you or your donors.** 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 program orientation, the rest of the money should be turned in.

**Do I have to worry about security?**

It is crucial to consider the sensitivity of the work that you, your team, and partnering organizations are doing, especially if you are traveling to a region that is closed or hostile to Christians. Be sure to speak with your director about what details are permissible and appropriate to share. Also please read Security in Communication on page 26.

**My friends/teammates/chapter took up a collection and gave me cash. What do I do?**

If it is a sum of funds from a group of people, you should send in a check or money order for the amount made payable to 'InterVarsity' with a note stating that 'these funds were given to me by others in cash, no one needs a tax receipt.' Include your name and program.

**Can I give money to myself?**

You may give to yourself as long as it is not the full amount of the trip. If you give the full amount, then it is considered a payment, not a donation.

**I don't owe checks. What can I do?**

Go to the bank, Walmart, the grocery store, or sometimes a gas station and ask to purchase a money order.

**Other questions?**

Consult your director first. If he or she is unavailable, contact the InterVarsity Global Programs office at [gp@intervarsity.org](mailto:gp@intervarsity.org).

## Insurance Coverage

Participants are required to have at least \$50,000 of medical insurance coverage while overseas. If you do not already have a policy or are not covered by a parent, you need to purchase coverage for your trip which meets these specifications. This can be a travel insurance policy. One option is International Travel Solutions' [Short-term Optional Travel Insurance](http://www.ask-its.com/humanitarian-and-ministry-service-travel-insurance) (<http://www.ask-its.com/humanitarian-and-ministry-service-travel-insurance>). Click on "Get a Quote" under "Short-term Group Outreach Travel Medical Plan 1 Day – 2 Years."

Their optional short-term coverage benefits include:

- Coverage begins when you depart for your overseas trip
- Your choice of \$100,000, 250,000, or 500,000 in international major medical coverage
- Emergency room coverage
- Trip interruption insurance
- Lost luggage
- Identity theft
- Injuries from sports and other activities
- 24/7 worldwide assistance included
- Medical evacuation coverage (up to \$500,000)

For questions regarding this policy, contact Jeff Jones at 651-289-1501.

InterVarsity Christian Fellowship/USA insurance will not cover the deductible.

## Appendix 1: Sample Inventory Sheet

Family Member	Address	Phone	E-mail	Amount Pledged (\$)	Received (y/n)
Name of Friend	Address	Phone	E-mail	Amount Pledged (\$)	Received (y/n)
Family Friend's Name	Address	Phone	E-mail	Amount Pledged (\$)	Received (y/n)

## Appendix 2: Sample Presentation Outline

**If you are going on program to a sensitive or closed country, be sure to talk with your director about what information is appropriate and safe to share publicly.**

- 1. Express your appreciation.** Thank you for the opportunity for me to share with you this evening.
- 2. Share about Global Programs.** I've been accepted on the Global Program to X country. Global Programs 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 Programs 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 Program 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 to (a) understand the scriptural 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 Programs, 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 program with a few days of debriefing.
- 6. Share your needs and invite them into partnership.** I'm excited about this opportunity, and 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 InterVarsity meeting, but may not 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 4: Sample Large Group Handout

### InterVarsity 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 Program 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 staff worker. 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.*

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My Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
Campus Email: \_\_\_\_\_

- I want to financially support \_\_\_\_\_ (name) and his/her participation on this Global Program. 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 5: Sample Letters

### Sample Letter A

(Your Photo  
here)

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

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 Program in Brazil. A month later, I was accepted to go on the program.

**What is this program?** The Global Program 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.

**What do I expect to gain?** First, I will be (and already have been) learning more about God's plan for reaching 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 learn about 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 as you and I pray. You can also help by giving financially to the Global Program 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 InterVarsity Christian Fellowship in order to be tax-deductible.

## Sample Letter B

[Date]

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

I hope this letter finds you enjoying a joyful 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 Program (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 InterVarsity 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]

## 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 four years of college, God has provided many opportunities for me to serve him through InterVarsity Christian Fellowship. **At the InterVarsity Urbana 2015 Missions Conference, I made a commitment to respond to God's call by participating in a summer overseas global program.**

God has opened the door for me to fulfill this commitment. **On June 30<sup>th</sup>, I will join twenty other students for training before we head to East Asia.**

Our program to East Asia is a language-cultural program. We will live in a dormitory at a university. East Asian students will be our roommates. Our program will feature classroom presentations on different aspects of each 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 program to East Asia.** I urge you to pray for the program 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 program 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,

[your name]

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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 InterVarsity Christian Fellowship.

Committing to pray for you weekly this summer. Please send me prayer requests.

\*Please complete and tear off this bottom portion, and mail it before May 1<sup>st</sup> to:

[your name and address].

## Appendix 6: Sample Emails

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SUBJECT: Summer Missions!

Sierra,

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, Amber

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SUBJECT: Only 3 Days to Departure

Dear Prayer Partners,

I can't believe there's only 3 days until I leave for Kenya! The past few weeks have been full of preparations – from team meetings, getting my passport, and 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.
- 2.
- 3.

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

Peace,

Daniel

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SUBJECT: Meeting up next Tuesday?

Michelle, Emma, Judit, and Caroline,

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 Program. 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,

Maddie

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SUBJECT: Pledge Follow-up

Luis,

Thanks again for your pledge to support my InterVarsity Global Program 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,

Mark

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## Appendix 7: Sample Facebook Communication

### Sample message to a peer:

Hey Derek!

It's been a while - how are you doing? I see (thanks to Facebook) that you went on a service trip over spring break with State U - that's awesome! I'd love to hear more about what you learned and how I can be praying for you.

I'm writing you because I'm planning to go on a trip myself over the summer with InterVarsity Christian Fellowship. I've grown a lot in my faith in God and worldview through my InterVarsity chapter, and feel led to grow even deeper by joining a mission team to Ethiopia this summer. In order to go, I need to raise both prayer and financial support for the trip. Could I send you a support letter? I understand that, as a fellow student you may not be in a place to give much financially. But with your heart for service and missions, I'd love to have you on my support team in some capacity. Shoot me your address if you'd like a paper copy in the mail, otherwise I'll send you an electronic copy.

Thanks so much for your consideration.

Blessings,

Aubrey

### Sample Facebook Group Description:

This summer I'll be going on an adventure to Kolkata, India with the Global Urban Trek where I'll live and work in an urban community along with several other college students from around the country. I'm excited to go on this trip and I would love your help in reaching my goal of raising \$3700!

You can go here and just type in my name to donate: <https://donate.intervarsity.org/donate>

Check it out: <http://globalurbantrek.intervarsity.org>