

# Tips on Raising Support

*“Commit your works to the Lord, and your plans will be established”* Proverbs 16:3

## **Write a well-written support letter that includes:**

- An opening line that grab’s a person’s attention. For instance, “What if you received only one meal a day?”
- A brief update of your current life.
- A brief outline of the mission project (where and who you will be visiting.)
- Paint them a picture on how you foresee helping others and the impact you will have.
- Your need for prayer and financial support. Identify a specific amount you are trying to raise, dates you will be traveling, and the fact you are praying for a team to support you with prayer and funds.
- Use a map or graphics with information about Romania and ACF to inform the supporter.
- State the name of Another Child Foundation and include the website address.
- Have an experienced letter writer proofread your letter to eliminate inefficiencies.
- Keep the letter to one page with a clean appearance.
- A hand-written PS at the bottom will personalize the letter to the reader. Hand-sign the letter.

## **Response Card**

- See sample response card in packet.
- Design the card to give the supporter an opportunity to reply to your prayer and financial support.
- Consider including a self-addressed stamped envelope.
- Request all checks to be made out to “Another Child Foundation” and returned to you.
- Personally keep track of the funds received from donors for accurate record keeping for future thank you note. ACF also keeps an accurate account of all submitted donations for each person.
- DO NOT rely on a response to the initial letter. Follow-up with another note or phone call.

## **Submitting Funds to ACF**

- Mail the collected checks in an envelope with a note that states your name, address, and trip dates for which you are raising money. No cash, PLEASE! Send money order or cashier’s check instead to: Another Child Foundation, 416 E. Dover Rd, Princeton, IL 61356.



- As a volunteer who is paying your own way on a mission trip, a portion of your cost may be tax-deductible. Please consult your personal tax advisor with respect to tax deductions. Some people raise support for a portion, or their entire trip through their church. In this case, your church or ACF will issue the tax receipts to your supporters.
- The checks need to be made out to “Another Child Foundation” so that a tax receipt can be given. If a check is made out to you instead of ACF, you can sign the check over to ACF on the back.

### **Before the trip**

- Keep your supporters updated on the trip preparations.
- Write a brief thank you note to them for their prayers and/or financial support.

### **If you collect more than the trip costs**

- Money can be designated for different uses:
  - Miscellaneous funds for “emergencies” that could occur on the trip.
  - A specific need identified on the trip.
  - Funds to be used within a designated program of ACF.
  - Return it to your supporter and tell them you have reached your financial commitment, but would love their prayer support.

### **After the trip**

- Plan on sharing your experiences on the trip with all of your supporters. You can do this through a letter or by inviting them to a presentation including pictures from the trip and stories.

If you have any questions or concerns, feel free to call us at ACF (815.303.1725)

## **Other Support Ideas**

It is important that possible donors are made aware of the financial, prayer, and other support you are responsible for as you prepare for your trip. Always be clear about the goal of your trip. Here are a few ways to contact other possible donators:

- Church newsletters
- Personal contact with businesses which may have a special interest in your trip
- Personal phone calls to friends and family
- Speaking and presenting your plans and needs to community groups

# Developing “The Plan”

The most important time you can spend after you decide to travel with Another Child Foundation is the time you will spend formulating “The Plan.” The plan you develop in this time will be the cornerstone to all of your prayer and support-raising activities. If you are going with a small group, do the planning together if possible. It will take several brainstorming sessions. Consider including friends and family in this process if you are not in a group. You do not have to be alone in this process so including others will make the journey more exciting for you and the people who want to assist you. Please know that while this process will take some time and plenty of prayer, the benefits will be amazing.

## Step 1 - Big Picture

Knowing the evil one will put some obstacles in your way as you work towards your goal, it is important you look at the big picture and not get caught up in the small things that can sidetrack you from what God has called you to do.

- One of the first things you need to do is to mark the due dates for the money to be paid to ACF on your calendar and make your plans while considering these important dates. Obtain an inexpensive planning calendar for these details, if necessary.
- List all of the sources you can expect to receive funds from. Start with yourself. What financial commitment are you going to make towards the trip? After you pray about and decide what that amount is, then look at other sources...
  - Churches
  - Corporations
  - Foundations
  - Individuals
  - Fundraising events
- Determine if you have a *Sending Church*? Typically, this is your home church, but not in all cases. Let the pastor and council know your feelings about being called to serve in this manner. The sending church might possibly be your largest financial and prayer support group. Many times there are funds available in trusts and foundations you might not have been aware.



## Step 2 - Making Your List

- Based on the sources you listed, start making a list of these sources and the initial contact person for that group. For example, your pastor would be a perfect place to start for churches; your Human Resources person would be a good choice for your workplace. See the tips below on how to make the list.
  - Ask yourself...would this person/group be interested in what I am doing?
  - Don't try to evaluate their giving potential.
  - When you build your initial list, include as many people/groups as possible. Most people or families know 200 or more people who show interest in their lives.
  - Consider the following categories of people and groups when making you extensive list...family, close friends, family friends, neighbors, work friends, churches you had previous ties too, professionals (doctor, dentist, lawyer, realtor, insurance agent, beautician, etc...), community organizations (Elks, Moose Lodge, Rotary Club, Jaycees, Lions, etc...)
  - Remember the smaller groups within churches when making the list...Sunday school classes, Bible study groups, men's and women's groups.

**Write the names down on paper or onto a computer file.**

## Step 3 - Ways to Contact Your List

- The best way to contact the people and groups on your list will vary depending on the situation. Where a letter to a relative living in another state makes sense, it might not be the best with a close friend or your church council. So, determine the way you want to contact each person or group. The most common ways to contact people are by phone, letter, personal visit, or email. Each of these ways to contact someone has its strengths and weaknesses. See the ACF *"Tips on Raising Support"* information on how to write an effective support letter. Invite ACF staff to speak at an event.



#### **Step 4 - Create an Action Item List**

- Set dates and timeframes for each of the activities you have planned. Remember to consider the dates you need to have money turned into ACF when setting the timeframe.
- Brainstorm different fundraisers you could perform. See the ACF *“Tips for Raising Support”* information for more ideas.
- Set a goal for how much money you would like to raise from each of the activities.
- Organize a way to track funds received and to thank individuals or groups.