



Guidelines For Fund-Raising Letters

Adapted from Vacations with a Purpose, Chris Easton and Kim Hurst, 1993, David C. Cook Publishing Co., Elgin, IL.

Answer some or all of the following questions as you write. Remember to keep it brief!

- 1) What is important information about the country/culture to which you are going? Consider the area, population, main religions, literacy rate, per capita income, etc.
- 2) What do your supporters need to know about VISA Ministries or Free Methodist World Missions, as well as the mission, hospital or school in which you'll be working?
- 3) What will you will be doing? Include why you are doing this particular project/assignment.
- 4) How much will your VISA assignment cost?
- 5) Why do you want to be involved in this way? What are your strongest reasons for going on this assignment?
- 6) How can your readers support you? List specific expenses that comprise the ministry cost, or split the total amount needed into weekly or monthly amounts and suggest they sponsor a portion of your trip. Keep it simple. Include specific prayer requests as well.
- 7) How can contributors respond? Include the following:
 - Whether you are requesting prayer, financial assistance or both
 - How to write checks: to your church, conference office or FMWM (whichever organization you've made arrangements with)
 - Where to mail it
 - When you need it

See page 65-66: What You Need to Know About Your Finances

SAMPLE SUPPORT LETTER

August 15, 2007

Dear Julie,

"Gracias a Dios por todo que El ha hecho!" I can write it, now if only I could SAY it! Translated it means: "I thank the Lord for everything he has done." I'll be leaving for Paraguay in January to help set up a computer system for the Free Methodist mission and some of its schools. I'll be gone for an entire year, and I know it will be important to learn to communicate in Spanish if I'm to be effective in training the staff.

God has given me a great job here in Nebraska, working with Comtrex, and I had fully expected to settle in and just live out the "American dream." My ambitions have changed, though, as I've surrendered them to the Lord. About a year ago I went on a VISA work team to Ecuador. That experience turned my heart inside out and my life upside down. For starters, I no longer think it's someone else's responsibility to "go into the world and preach the gospel." I have seen first hand that God can use my talents "across the border" even though they're high tech. He can stretch my abilities into something more wonderful than I ever imagined.

I believe God has given me this opportunity to go to Paraguay, South America, where the people are Catholic by birth but essentially un-churched. Because of the desire for a good education, many are sending their kids to Free Methodist Schools. Within this environment I'll be able to share my faith and install a new computer system. I've been told that once I'm settled I'll be leading a small group Bible study with some of the English-speaking professionals in the community. Also, by networking the mission computers, bookkeeping will be simplified, leaving more time for the missionaries to train pastors.

I have been able to get a very good deal on some used computers from my employer, and I'm able to finance some of my ministry expense out of pocket. In order to see this project through, however, I need to raise \$16,500 by December 15th. Out of this money, I'll need \$1000.00 a month for living expenses.

Please accept the enclosed prayer card as a reminder to pray for me during this time of preparation and while I'm on my VISA assignment. Pray that the Lord will provide the necessary money and that I will be a blessing to those with whom I'll work.

If you care to financially give toward this ministry, please make your checks payable to: First Free Methodist Church, and designate "VISA Ministries - Paraguay" on the memo. The address is 1212 Church Street, Omaha, NE 53421. All contributions are tax deductible, as allowed by law. Please don't write your check to me personally if you want a charitable contribution receipt.

Thanks for your interest in my life!
God Bless,

Kris Carlson

P.S. Thanks for being such a good friend over the past few years. College wouldn't have been the same without you.

Sample Pledge Packet

ENCLOSE PLEDGE FORM WITH SUPPORT LETTER (page 61)

I want to invest in the ministry of Kris Carlson!

- I will pray for Kris.
- I will give a one-time donation to this ministry of \$_____.
- I will make a pledge of \$_____/week for 52 weeks.
- I will make a pledge of \$_____/month for 12 months.
- Please send me a ministry newsletter update.

Name _____

Address _____

Email _____

Please make checks payable to:
First Free Methodist Church
Memo: "VISA Ministries - Paraguay"
1212 Church Street
Omaha, NE 53421

You can begin donating toward this ministry at any time. Thank you!

INCLUDE THANK YOU NOTE WITH PLEDGE PAYMENT FORM (page 63)

September 21, 2007

Dear Julie,

Thank you for your commitment to pray for me and for your financial support. I greatly appreciate your concern for me and for Free Methodist ministry in Paraguay. I'm trusting the Lord to bless you for your generosity in giving toward His work.

Enclosed you will find pre-addressed envelopes and pledge forms for your use each month as you give toward my ministry in Paraguay. My intention is to make your contribution easy and convenient. Please don't think of it as a monthly "bill," but rather as a gift to God's kingdom work.

As long as your checks are written out to First Free Methodist Church, you can expect a receipt at the end of the year for your tax deductible contributions. My church financial officers will know how to forward these funds to me.

Thanks again and God bless,

Kris Carlson

Sample Pledge Packet

INCLUDE PLEDGE PAYMENT FORMS WITH THANK YOU NOTE (page 62)

Fit several on a page or cut apart and staple together in a booklet. Also include envelopes pre-addressed to whichever organization is receiving your funds (your church, conference office or FMWM).

First Free Methodist Church
1212 Church Street
Omaha, NE 53421

Tax deductible donation to the ministry of:
Kris Carlson

Enclosed is my pledge contribution of \$ _____

Please make checks payable to: First Free Methodist Church

Memo: "VISA Ministries - Paraguay"

If paying by cash:

Name _____

Address _____

First Free Methodist Church
1212 Church Street
Omaha, NE 53421

Tax deductible donation to the ministry of:
Kris Carlson

Enclosed is my pledge contribution of \$ _____

Please make checks payable to: First Free Methodist Church

Memo: "VISA Ministries - Paraguay"

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