

How to Write a Support Letter for a Mission Trip

Some Team members need to raise all or part of their financial support. In either case, you must communicate with those that are interested in you, your ministry, and your team. Some suggestions:

<ol style="list-style-type: none">1. Be brief. One-page maximum. Support solicitation mail and lengthy letters overwhelm many potential donors in particular.2. Be neat. Generate the letter by computer and have it neatly copied.3. Be interesting. Tell them when you are going, why you are going, what you will be doing, and the challenges you expect to face. Avoid wasting space with trivial details.4. Determine potential supporters. Prayerfully form a list of about twenty relatives, friends and past associates who may be interested in your mission activities. Be sure to include ONLY people outside of LowCountry Community Church .5. Be personal. A handwritten greeting on each letter written with the individual recipient in mind will draw interest. Spending a few minutes on each letter to do this will renew your relationship with people you may not have contacted in a while. This discipline elevates your communication from a form letter to a note that reflects the individual.6. Be creative. Use graphics. Use questions. Increase reader interest by innovation. The less predictable your letter, the more impact it will have!7. Give specific prayer requests. Identify three prayer concerns that are <u>yours</u>, the less generic the better. Remember to report on these issues after the trip. Praying people like to know if their prayers have been answered. Follow-up letters should flow from earlier correspondence.	<ol style="list-style-type: none">8. Give needed information. Ask donors to make checks payable to RowKids. Enclose an envelope addressed to you with each letter you send. Give donations to trip leaders or church staff within seven days of receiving them. <u>Write your name on the envelope containing the funds but not on the checks. On the :Memo” line, they can print: “Belize 11-11”</u>. If donations are received in excess of your need, they will be applied to other expenses related to your trip normally covered by the missions budget. Donors must understand that the all monies given go to the trip as a whole, and if for some reason you can't go, or the trip is cancelled- the money cannot be refunded and will be used for other RowKids mission trips.9. Remind people that you're leaving. Send a post card to all supporters just before you depart. State the dates of your trip and several current, specific prayer concerns. Express appreciation for their prayer and financial support.10. Report promptly. No more than 2 weeks after your return, write a letter thanking supporters again. Describe how the Lord answered prayer and how he was honored through the trip. Write your first draft on the plane ride home. The discipline of thankfulness has great importance for those who minister through the generosity of others.11. Keep records of those who have provided support. Make it a point to thank these people in person when you have opportunity and share your vision for future trips. When you've taken one short-term mission trip, you're bound to go again
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