

Mission Fundraising Kit – General Information

Your participation in the “**Now is the Time**” Mission to Guatemala 2014 is a great opportunity to involve others who are looking for a way to serve underprivileged children without traveling to Guatemala themselves. Asking friends, family, co-workers, fellow students, and members of your church to sponsor you is one way you can ask for involvement of others in this mission. Personal contact will let these people know that they are important in your life, and will allow them to share in your excitement for this trip. There are many ways the important people in your life can support you and this mission through prayer support, financial support/sponsorship, and direct donations of materials needed. Upon your return from the mission, you will want to share your experience with your sponsors to let them know how important they were in accomplishing the goals of this mission trip.

How to raise financial support/sponsorship:

There are many ways to raise financial support for your trip including: individual sponsorship, congregational support, calendar program, program support, community organization support, and service or direct sales techniques. **The most effective way to raise support is through face to face contact.** You may also want to contact people on the telephone, through email, texting, Facebook, Twitter, or through snail mail. You will most likely use all of these strategies. Please use the various links and brochures on our website, and/or the form letter below, to help promote what we hope to accomplish, and raise funds for your mission registration.

Downloadable Brochures:

To access the various downloadable brochures (Mission 2014, Sponsor A Volunteer, Water Filter, Stoves, Sponsor A Child, etc.) go to: <http://nowisthetimeformissions.com> then click [FORMS](#).

To Donate Online via Intuit:

For links to forward to others to encourage them to make secure online donations with via Intuit PaymentNetwork for yourself ([Sponsor A Volunteer](#)), or for Water Filters, Stoves, etc., go to: www.nowisthetimeformissions.com then click [DONATE](#).

To Mail Checks:

Again, we strongly encourage all mission donations made via Intuit PaymentNetwork, and we discourage making payments to us by paper checks. However, if you or your sponsors must donate via paper check...

Please make all checks payable to: SANTA CLARA FOURSQUARE CHURCH.
In the CHECK MEMO please PRINT: GUATEMALA MISSION.

If choosing to “Sponsor A Volunteer”, please only write GUATEMALA MISSION in the CHECK MEMO, then write the volunteer’s name on an included post-it.

No personal names on the check or in the CHECK MEMO, please, only on an attachment or post-it.

Please also remember to include your return address on your envelope to avoid any mailing problems.

Please do NOT mail any forms to us, only checks.

If they absolutely NEED to mail a paper check to us, please encourage sponsors to MAIL checks to:

**Guatemala Mission
Santa Clara Foursquare Church
3421 Monroe St
Santa Clara, CA 95051**

Fundraising Program Ideas

Individual Sponsorships – Contacting individuals is usually the most effective way of reaching your sponsorship goal.

1. Begin by brainstorming as many names as possible – make a list of groups of people you know including but not limited to: Relatives (close and distant), members of your church that you know well, friends from youth groups or clubs you may be involved in, teammates from sports teams or musical groups, teachers, employers, co-workers, employees, etc. Your Christmas list may be a good place to start... **INCLUDE EVERYONE YOU KNOW.** Never underestimate a person's willingness to support you. Don't leave people off your list because you think they won't want to or won't be able to support you. Experience has shown that often the people you least expect it will participate in supporting a mission like this.
2. Write a letter explaining what you are doing and how people can be involved through prayer, financial sponsorships, and item donations. Included below is a sample sponsorship letter you may use or alter to personalize for your fundraising purposes.
3. The best way to distribute your letters is to visit with each person **face-to-face** giving them your letter and talking with them about your motivation. Share your excitement and enthusiasm, as well as our mission goals. Share the website information and/or a brochure, and donation links with them. Tell them the amount of your sponsorship goal and/or a smaller daily goal that may be more attainable (ie Calendar program--\$228/day). Be specific about your need.
4. You can mail, email, Facebook, Tweet, or blog your sponsorship letters to all of the people you are unable to meet with face-to-face. (fyi, please Like our [Mission Facebook page!](#))
5. Two to four weeks after you distribute your letters, call, text, or email all the people on your list that you were unable to talk with personally. This may sound like a difficult task, but you will find people are very supportive and pleasant on the phone.
6. Keep your sponsors updated as to your fundraising progress on the trip, whether financial or item donations. A brief weekly email, Tweet, text, or Facebook posting to potential sponsors during your fundraising campaign
7. If you collect the sponsorships yourself, have your sponsors make checks payable to **SANTA CLARA FOURSQUARE CHURCH**, writing GUATEMALA MISSION on the MEMO line, then write the volunteer's name on an included post-it. **No personal names on the check or in the CHECK MEMO, please**, only on an attachment or post-it. Please let your sponsors know their donations are tax-deductible for donations of \$250 or more, and they can have a receipt for tax purposes.
8. Make it clear to sponsors that 100% of donations raised above and beyond your registration fee will go directly towards the mission.
9. Raise as much \$ as you can! Our US Dollar has great power to make a huge difference for the Kingdom of God in a developing country like Guatemala.

Dear (Sponsor's Name),

I am very excited to share with you that I have an opportunity to serve on the "Now is the Time" Guatemala mission this June/July, 2014. I will be one of about one hundred fifty volunteers from all over the US, which will consist of four different crews, at four different sites, designed to bring the love and hope of Jesus to orphaned and children living in extreme poverty in Guatemala. This mission will be led by Shawn Smith (a Christian musician/speaker; www.shawnsmith.com) in collaboration with Santa Clara Foursquare Church (www.valleylife.org). SANTA CLARA FOURSQUARE CHURCH is a non-profit 501(c)3 Christian church committed to supporting international missions like ours. We have many goals for our mission: Our construction crews will be laying concrete floors, working on a girl's orphanage, and installing high-efficiency stoves in homes in rural villages of impoverished, indigenous children. Our Vacation Bible School crews will be sharing the Word of the Lord with over 200 children/day through music, Bible stories, crafts, and service projects. Our Humanitarian Aid crews will be delivering hundreds of bags of donations collected in the US to these children and their families, such as shoes, underwear, socks, school supplies, water filters, and toiletries. They will also be developing child sponsorship programs that will provide school supplies, clothes, supplemental food, and healthcare to these children, far and beyond our time in Guatemala. Finally, our Eyeglass clinic will be outfitting hundreds of people with reading and distance glasses, and our Medical teams will be providing medical evaluations, and administering medication to hundreds of underprivileged children, pregnant women, and elderly and families in need of treatment, most of whom rarely, if ever, have visited a medical doctor.

Would you like to be a part of this mission? I need your help.....

I am looking for several types of support for this mission. First, please keep me in your thoughts and prayers throughout my involvement with this mission. The dates I will be serving in Guatemala _____). Second, please consider helping financially. Our mission costs (\$1,600- 1 wk/\$2,100- 2 wks) for me to participate in this mission, which includes my airfare, lodging, meals, ground transportation, and supplies for our projects. I am looking for sponsors willing to support me financially in any capacity. You can make a donation in one of three ways:

- 1) You can give cash or checks to me personally over the next few weeks for my mission trip
- 2) You can make a secure donation with an E-CHECK bank transfer online via Intuit. Go to: www.nowisthetimeformissions.com, click [DONATE](#), then click "[Sponsor A Volunteer](#)" then WRITE MY NAME in the "PERSONAL MESSAGE" box at the end of the Intuit process.
- 3) You can mail a check directly to our sponsor. Checks need to be payable to: SANTA CLARA FOURSQUARE CHURCH, with GUATEMALA MISSION on the MEMO line. Please mail to: GUATEMALA MISSION, SANTA CLARA FOURSQUARE CHURCH, 3421 Monroe St, SANTA CLARA, CA 95051

All gifts are tax-deductible, and you will receive a receipt for tax purposes for any gift over \$250. Finally, I will be hand-carrying much needed donations directly to the children we are serving in Guatemala (i.e. shoes, clothes, toiletries, etc.). Please let me know if you are interested in seeing the donation list of items needed, to help supply some of these items.

I am really looking forward to ministering to these children, and providing hope to each child we serve in the name of Christ. I would love for you to join me in this mission in whatever way you are able, because together we can make such a difference. Thank you in advance for your support. If you have any questions, please feel free to call me at (your phone number) or email me at (your email). For more information about the "Now is the Time" Guatemala Mission 2014, please visit our website: www.nowisthetimeformissions.com

Thank you for your consideration in joining me in this mission opportunity! Blessings to you and your family,
(Your name)

Calendar Program

The calendar program is a unique visual way to proceed with fundraising, whether used specifically within your congregation or as a general tool for individual sponsors. Included below is a sample calendar you may use or alter to personalize for your fundraising purposes.

1. Talk to your congregation, ask your pastor or youth director if you may put an announcement in your church bulletin or newsletter or set up a table in the back of your church with your calendar poster and any other visuals describing your trip, including the brochure. Describe what the goals of the mission trip are and specifically how you will be serving, (i.e. what crew you will be on).
2. Ask each person if they would be willing to sign up to support you for a full, half, or quarter day. You can also ask if they would be willing to pray for you on that day.
3. Have each person who would like to support you write their name on the calendar.
4. Your calendar sponsors can make checks payable to Santa Clara Foursquare Church writing GUATEMALA MISSION on the MEMO line, then write YOUR NAME on an included post-it. **No personal names on the check or in the CHECK MEMO, please**, only on an attachment or post-it.. Please let your sponsors know that their sponsorships are tax-deductible, and they can receive a receipt for donations for \$250 or more for tax purposes.

Sample Bulletin/Newsletter Announcement:

We are excited to share that one of our members has been called to take part in an exciting mission experience. (Your name) will be serving on the “Now is the Time” Guatemala Mission 2014, specifically on the (name of your crew). The mission will be led by Shawn Smith (a Christian musician/speaker) and coordinated through Santa Clara Foursquare Church, a 501(c)3 non-profit organization located in Santa Clara, CA. (Your name) will be serving the needs of children living in extreme poverty in Guatemala with over 150 other missionaries from around the US. Please talk with (your name) to find out how you might be able to support his/her mission experience. For more information on this mission, you can visit: www.nowisthetimeformissions.com

To make a secure online donation to support (Your name) with an E-CHECK bank transfer via Intuit PaymentNetwork, go to: www.nowisthetimeformissions.com, click **DONATE**, then “ [Sponsor A Volunteer](#)” then be sure to WRITE (YOUR NAME) in the “PERSONAL MESSAGE” box on the last page of the Intuit process.

“Now is the Time” Guatemala Mission 2014
Calendar Program – Financial Sponsorships—Week #1

Sunday June 15	Monday June 16	Tuesday June 17	Wed June 18	Thursday June 19	Friday June 20	Saturday June 21	Sunday June 22

Full day: \$228
Half day: \$114
Quarter day: \$57

“Now is the Time” Guatemala Mission 2014
Calendar Program – Financial Sponsorships-Week #2

Sunday June 22	Monday June 23	Tuesday June 24	Wed June 25	Thursday June 26	Friday June 27	Saturday June 28	Sunday June 29

Full day: \$228
Half day: \$114
Quarter day: \$57

“Now is the Time” Guatemala Mission 2014
 Calendar Program – Financial Sponsorships-Week #3

Sunday July 06	Monday July 07	Tuesday July 08	Wed July 09	Thursday July 10	Friday July 11	Saturday July 12	Sunday July 13

Full day: \$228
 Half day: \$114
 Quarter day: \$57

“Now is the Time” Guatemala Mission 2014
 Calendar Program – Financial Sponsorships-Week #4

Sunday July 13	Monday July 14	Tuesday July 15	Wed July 16	Thursday July 17	Friday July 18	Saturday July 19	Sunday July 20

Full day: \$228
 Half day: \$114
 Quarter day: \$57

“Now is the Time” Guatemala Mission 2014
 Calendar Program – Financial Sponsorships—Weeks# 1-2

Sunday June 15	Monday June 16	Tuesday June 17	Wed June 18	Thursday June 19	Friday June 20	Saturday June 21	Sunday June 22

Sunday June 22	Monday June 23	Tuesday June 24	Wed June 25	Thursday June 26	Friday June 27	Saturday June 28	Sunday June 29

Full day: \$150 Half day: \$75 Quarter day: \$38

“Now is the Time” Guatemala Mission 2014
 Calendar Program – Financial Sponsorships—Weeks# 3-4

Sunday July 06	Monday July 07	Tuesday July 08	Wed July 09	Thursday July 10	Friday July 11	Saturday July 12	Sunday July 13

Sunday July 13	Monday July 14	Tuesday July 15	Wed July 16	Thursday July 17	Friday July 18	Saturday July 19	Sunday July 20

Full day: \$150 Half day: \$75 Quarter day: \$38

Fundraising to Groups within your congregation

You may want to contact organizations in your congregation about your mission trip. Possible contacts may include your pastor for support from the church budget, your youth director for support from the youth group, leaders of Men's, Women's, and Missions groups for support from their organizations. For these groups:

1. Prepare your letter along with our downloadable brochures (see [FORMS](#) page).
2. Make an appointment and visit with each leader. Introduce yourself and share your motivation for wanting to be part of this trip. Talk about the mission goals and specifically what crew you will be serving on. Ask the leader, "Do you think your organization could sponsor me?" Offer to make a brief presentation to the organization about your involvement with the mission trip.
3. Make the presentation to the organization. Tell them what you will be doing in Guatemala, and what will be accomplished by the teams. Tell them what your motivation is and what you hope to gain from the experience. Offer to come back after the trip and share your experiences from serving on the "Now is the Time" Guatemala Mission 2014.
4. After the presentation, ask the leader when a decision will be made. The day after they meet to make a decision, call the leader once again and ask if they are able to support you and if they have any additional questions.
5. When you receive a donation, make sure to send a thank you note and set up a time to share your experience when you return from the trip.

Community Organizations – Many organizations in your community are seeking people or projects through non-profit organizations to which they can make charitable contributions. These contacts may require more effort, but the support they lend can often be greater. Some of these organizations include: Your Employer, the Rotary Club, the American Legion, Kiwanis, Local Businesses, Lions Club, Jaycees, Veteran's of Foreign Wars, Knights of Columbus, Senior Citizens Guild, etc.

1. Ask your pastor, teacher, or local business person you know make initial contact and/or write a letter of recommendation for you.
2. Prepare your letter along with the brochure for the trip.
3. Make an appointment with and visit each leader. Introduce yourself and share your motivation for wanting to be part of this trip. Talk about the mission goals and specifically what crew you will be serving on. Ask the leader, "Do you think your organization could sponsor me?" Offer to make a brief presentation to the organization about your involvement with the mission trip.
4. Make the presentation to the organization. Tell them what you will be doing in Guatemala, and what will be accomplished by the teams. Tell them what your motivation is and what you hope to gain from the experience. Offer to come back after the trip and share your experiences from serving on the "Now is the Time" Guatemala Mission 2014.
5. After the presentation, ask the leader when a decision will be made. The day after they meet to make a decision, call the leader once again and ask if they are able to support you and if they have any additional questions.
6. When you receive a donation, make sure to send a thank you note and set up a time to share your experience when you return from the trip.

Other Fundraising Possibilities

There are many other ways you could raise money for your trip. Be creative! Some ideas are listed below. Try different things and give the group feedback on your success with different ideas. Your idea could help another crew member.

1. Thrivent Financial for Lutherans – Thrivent Financial offers a “Care Abounds in Communities” program you may be able to participate in. You will need to find six Thrivent members from different households who will help you plan your event. If you belong to a Lutheran church, your pastor may be able to help you identify families. You will need to identify a contact person to get in touch with the Chapter Leadership Board in your area to discuss your proposed activity and request funding. The contact person must be a Thrivent member. You also need to fill out a “Care Abounds in Communities” project request form found at www.thrivent.com to find your local chapter.
2. Fundraiser event ideas – Organize a spaghetti dinner, concert, “share-holder’s meeting” or car wash to raise money at your church or other organization that may donate their space to you. Hold a yard sale/garage sale and ask family and friends to donate items you can sell to raise money for your mission. Be creative and think about what hobbies (ex. making jewelry) or talents you might have that could help you.
3. Try an established fundraiser kit like Hershey’s chocolate fundraisers. In this program, you keep 40% to 50% of the sales of chocolate bars. For more information specifically on Hershey’s fundraising, go to: <http://www.hersheys.com/fundraising>

Your Plan

A typical plan might be:

Individual Sponsors 50%

Calendar Program 20%

Congregation or
Community 20%

Thrivent or
Other Fundraiser 10%

Sample Fundraising Letters: Below are some sample fundraising letters from former team members, and other friends in mission. Please feel free to use any parts of these letters or their ideas that may be helpful:

April 8, 2007

Sarah Christian
226 Greeves St.
Kane, PA 16735

Dear _____

"All our dreams can come true- if we have the courage to pursue them." -Walt Disney

In my life God has blessed me and now I feel called to share His love. Through my journey as a Christian I've had many experiences in Youth Gatherings, Vacation Bible School programs, and Sunday school. As a member of the Lutheran Youth Organization, I represented my synod at the LYO National Convention last summer, followed by the National Youth Gathering in San Antonio, Texas. Here I sang, danced, and worshiped God with 44,000 Lutheran youth from around the world.

In November I attended the Synod Youth Gathering in Clarion, Pennsylvania, where I met Shawn Smith, our musical leader for the weekend. He shared songs and stories about his mission trips to India and Guatemala. His enthusiasm and compassion for his work inspired me to pursue this opportunity. To me, being able to minister to children in other countries would be a dream come true. I feel it would be amazing to make a difference in their lives and help them grow in the Christian faith.

This summer Shawn Smith and his crew are taking another trip to Guatemala. I will be stationed at Hogar Miguel, an orphanage for children six to sixteen who have been abused or orphaned. Here I will help run a Vacation Bible School program that will include doing crafts, singing songs, activities, ministering, and giving the kids Christian love and acceptance.

I am writing to ask you to support me so I can share my faith and Christian love with these young children who need to know that there is a Father who loves them, one who gave his very son for them. Consider the lives you can change and influence through me. The total cost of the trip is \$1,300, which includes all expenses: airfare, accommodations, food, and housing. I am asking you to join me in this mission trip by sponsoring me. I am working very hard to provide the finances to go. Any amount that you can give would be greatly appreciated. No amount is too little or too much, especially when the lives of these kids will be impacted with the love we have to share.

This trip is sponsored by Santa Clara Foursquare Church. If you can help support me, checks should be made payable to them with my name on the memo line (this is tax deductible). If you prefer, you may send me money directly (this is NOT tax deductible). All contributions should be sent to my address before June 12, 2007. It is my responsibility to compile the list of donors for SANTA CLARA FOURSQUARE CHURCH. They will then send you a receipt for your donation of more than \$250. Your support means a lot to me and would influence the lives of others more than you will ever know. If you have any questions, please feel free to call me at (814) 837-8154.

I will be in Guatemala from July 15 to the 22. Any support in prayer would be greatly appreciated as well.

Thank you for your time and consideration.

Sharing God's Love,

Sarah Christian

"Therefore, go and make disciples of all the nations." Matthew 28:19

Dear _____ ,

“**Now is the Time!**” is an opportunity of a lifetime for Nick, my 13 year old son, and me to do the Lord’s work! In July 2007, Nick and I, along with dozens of other missionaries of all ages, will be serving side by side in Guatemala. We will be serving on one of four different teams at two sites ministering to impoverished and orphaned children of Guatemala. Nick and I will be doing God’s work at an all boys orphanage in the volcanic mountains of Guatemala. We will also be serving at a Lutheran School located close to the orphanage, which educates nearly half of the population of the village. We have many goals for our mission. Nick and I will be serving on the Humanitarian Aid crew which will be delivering hundreds of donations, collected in the US, to these children and their families, such as: underwear, socks, shoes, toiletries, Bibles, and games. We will also be developing a child sponsorship program that will provide school supplies, clothes, supplemental food, and healthcare to these children, far beyond our time in Guatemala.

This mission will be lead by Shawn Smith (a Christian musician/speaker; www.shawnsmith.com) in collaboration with Santa Clara Foursquare Church (www.valleylife.org). SCFC is a non-profit 501©3 non-profit organization and church located in Santa Clara, CA, who is committed to supporting international missions like this one.

Would you like to be a part of this mission? We need your help.....

First and foremost, please keep Nick and me in your thoughts and prayers throughout our involvement with this mission. We will be serving in Guatemala July 8-July 15. Second, please consider helping us financially. It will cost Nick and me \$3200 to serve on this mission. We are looking to you, our friends in Christ, to support us financially as we are called by the Lord to do His work in Guatemala. We will be accepting financial donations over the next few weeks. **Checks need to be written out to Santa Clara Foursquare Church, with GUATEMALA MISSION in the MEMO line, then write OUR NAMES on an included post-it. No personal names on the check or in the CHECK MEMO, please, only on an attachment or post-it.** All gifts are tax-deductible, and you will receive a receipt for tax purposes for donations over \$250. We will also be carrying much needed donations directly to the children of Guatemala. If you are interested in seeing a donation list, please let us know. Please consider “Praying to God” about what involvement He wishes you to have!

Nick and I feel we have been called by God to minister to these impoverished and orphaned children, and more than anything, we want to provide *hope* to each child that we will touch during our mission. We would greatly appreciate you joining us in this mission in whatever way you are able to, because *Together We Can Make a Difference* in the lives of those less fortunate. Please find enclosed a brochure and a self addressed stamped envelope to return your sponsorship in. Thank you very much in advance for your support and prayers during this mission. If you have any questions, please feel free to contact either Nick or myself at 309-371-9366 or email me at sgaston20@yahoo.com.

“**Now is the Time!**”

God Bless You,