



**Grace Point Youth Ministry
Support Letter Guide and Sample Letters
2018**

Step By Step Support Letter Guide

1. Attend Support Letter Draft **if** you want to send letters to people within the church.
 - a. **Prior to the Draft:** Compile a list of 30 or more people to whom you could send a support letter from the church directory. Directories are available in the youth center at the visitor info wall. Bring this list to the support letter draft.
 - b. At the support letter draft, we will take turns “drafting” names of people we can send support letters to. (Special Note: You can attempt to draft anyone except immediate families of teens in the youth group, people going on the mission trip, and relatives of those going on the mission trip or camp).
 - c. Keep track of the people you draft. (Recommended to have a parent present. If teen and parent cannot be there, you can have a proxy.)
 - d. If you decide to not send support letters to names you drafted, please let Pastor Ryan know as soon as possible. We also ask that you turn in your list of names so that other teens can send support letters to those families.
2. Collect addresses of family, friends, co-workers, other adults, and businesses.
 - a. **Do not send support letters to people from the church who are not your blood relatives until after Fundraising Draft.**
 - b. Send lots of support letters—30 or more
 - c. Don’t discriminate when sending out support letters. You’ll be surprised how many people want to help you go on a mission trip.

- d. For families with two or more children going on the mission trip, you can choose whether to send personal support letters or family support letters.
3. Write support letter.
- a. Explain why you are going on the trip
 - b. Make it about more than money
 - c. Make it personal
 - d. Please include **bolded** information from Pastor Ryan's example letter
 - e. No longer than a page
 - f. Can ask for donations and opportunity to work, or just opportunity to work. (See examples down below)
4. Stuff support letters and mail out
- a. In every support letter you mail out, place a donation envelope with the Grace Point address. You can find address stickers in the youth center.
 - b. Please make sure to use the address stickers provided as they ensure that donations go directly to Pastor Ryan for proper record keeping.
 - c. I would put a stamp on the donation envelope to make it easy for people to donate.
 - d. If your teen is asked to work at someone's house please make sure you know where your teen is and what kind of work they are being asked to do. For some jobs, it will be best to have two or more teens working.

- e. If you do work for someone, make sure they understand that gifts given in exchange for work are not tax exempt according to the IRS.
5. Don't forget to keep track of your donors and write thank you letters after the trip.

Important Note: Each teen may raise the cost of the mission trip plus \$50 for spending money towards their trip. If a teen raises beyond that amount, any access funds will go towards a sibling (if applicable), their parent going on the trip, or teens still in need of money for the trip.

Example #1: Basic Mission Trip Support Letter

Dear ,

I have been given the opportunity this summer to share the love of Christ by partnering with a church in Minneapolis, Minnesota. During July 21 - 28 of this year, my youth group and I will be going on a mission trip Minneapolis and minister with Prairie Oaks Church. While there, we will be helping to run a sports outreach camp and do construction projects for Beacon of Hope Church in downtown Minneapolis.

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.

-Matthew 18:19-20

Would you prayerfully consider sharing this ministry opportunity with me? You can share in this ministry with me through prayer and/or financial support.

I have been asked to raise \$635 in order to participate in this trip. I would love the opportunity to do odd jobs in order to earn money for this trip. The church can also accept donations on my behalf. Feel free to contact me at 555-5555 if you have an odd job in mind. I can do yard work, babysitting, and cleaning.

I have enclosed an addressed, postage paid envelope. Checks should be made out to Grace Point Church. Please place my name and mission trip in the memo line. The maximum amount of money I can raise through support letters towards my trip is \$685 (\$635 for trip and \$50 extra spending money). In the event that I raise over that amount, the extra will be used to help other team members participate in this mission's opportunity. All donations should be postmarked by May 1st.

If you would like to support additional teens or make other donations towards this opportunity, feel free to contact Pastor Ryan at rwright@gpnaz.org. **For those who already participate in giving to their local church, we are not asking for your tithe. We are inviting you to prayerfully consider giving over and above your tithe.**

All donations are tax deductible. Please make sure that your checks have your name and address on them, and write my name and "mission trip" in the memo line. My youth pastor will make sure you are credited for your contribution.

Thank you for your prayers and your support!
Sincerely,

Example #2: Basic Mission Trip Support Letter Work Only

Dear ,

I have been given the opportunity this summer to share the love of Christ by partnering with a church in Minneapolis, Minnesota. During July 21 - 28 of this year, my youth group and I will be going on a mission trip Minneapolis and minister with Prairie Oaks Church. While there, we will be helping to run a sports outreach camp and do construction projects for Beacon of Hope Church in downtown Minneapolis.

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.

-Matthew 18:19-20

Would you prayerfully consider sharing this ministry opportunity with me? You can share in this ministry with me through prayer and/or financial support.

I have been asked to raise \$635 total in order to participate in this trip. I would love the opportunity to do odd jobs in order to earn money for this trip. I am not requesting donations—only an opportunity to earn money towards this trip. You can contact me at 555-5555 if you have an odd job in mind. I can do yard work, babysitting, and cleaning.

I have enclosed an addressed, postage paid envelope. Checks should be made out to Grace Point Church. Please place my name and mission trip in the memo line. The maximum amount of money I can raise through support letters towards my trip is \$685 (\$600 for trip and \$50 extra spending money). In the event that I raise over that amount, the extra will be used to help other team members participate in this mission's opportunity. All donations should be postmarked by May 1st.

If you would like to support additional teens or make other donations towards this opportunity, feel free to contact Pastor Ryan at rwright@gpnaz.org. **For those who already participate in giving to their local church, we are not asking for your tithe. We are inviting you to prayerfully consider giving over and above your tithe.**

Thank you for your prayers and your support!
Sincerely,