

FIRST BAPTIST THOMASTON

GLOBAL MISSIONS

Support Letter Writing Guidelines(STM)

If an individual cannot pay for their trip, the most effective, proven method to raise funds is to write a letter for distribution to friends, family, co-workers, etc. Professional fundraisers for large organizations will tell you that people will give to people they know. Potential contributors are happy to have the opportunity to invest in someone they know personally or an endeavor they care about.

STEP 1: PREPARE LIST OF NAMES

- Usually between 50 and 100 names
- Friends, relatives, coworkers, companies, Christian contacts, teachers, coaches, etc.
- NO LETTER CAN BE SENT TO A FBCT MEMBER OR REGULAR ATTENDER.**

STEP 2: WRITE THE LETTER

There are three types of letters:

1. A letter is sent out asking for prayer support only (you are paying your own way).
2. A letter is sent out asking for prayer and financial support.
3. A letter is sent out asking for project support (if you are paying your own way).

Compose YOUR own letter. It is unwise to copy from a sample letter. The last thing a donor wants is four copies of the same letter with four different signatures. People prefer to read a personal letter.

Include the following information in the letter:

1. Country and the culture you are going to.
2. Sending organization (church) and host organizations (agencies or national churches).
3. Description of what the team will be doing.
4. The cost of the trip.
5. Why you want to be involved on the trip.
6. How you would like the reader to be involved (prayer, financially, both, etc.).
7. All checks must be payable to First Baptist Thomaston (if they want deduction).
8. Mail the checks to you the team member.
9. The date you need the money.
10. Contributors are not to write on the memo line of the check.

Include some kind of response slip for them to send you indicating their involvement.

Keep the letter brief.

Personally greet each individual or couple (no form letter).

Personally sign each letter.

STEP 3: SEND THE LETTER

Mail the letter, response slip, and self-addressed envelope to the list of potential supporters. FBCT does not supply postage, envelopes, or copies of letters.

STEP 4: FOLLOW UP

--It is the team member's responsibility to keep accurate records of who has supported them and at what amount.

--It is best to immediately send a thank you note to any contributor upon receipt of their money.

--Following the trip, each team member **MUST** send a follow-up letter to each person who supported him or her on the trip, whether by prayer, finances, or encouragement. The letter should detail what happened on the project and how it affected them.

