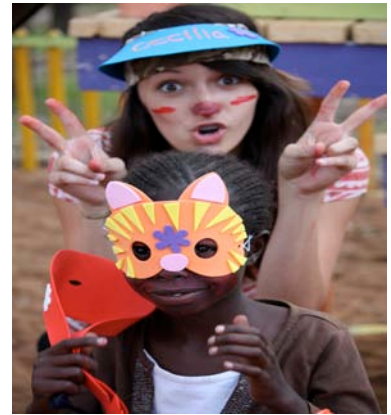




HOW TO PREPARE FOR A MISSIONS TRIP

- 1. PRAY! Ask God if you are supposed to go.** It is so important for you to pray daily.
For the Lord to give you a vision of going on this trip and PROVIDE the finances; For protection for the entire group and for the Lord to go before us; For the Lord to SPEAK to the hearts of the people you will minister to and the ones you have sent your letters to.
- 2.** All inclusive cost for the trip is \$3500 per person. This includes airfare, lodging, taxes, food, one day photo safari, team tshirt, and transfer fees.
- 3.** Fill out application and pay the \$20 application fee and \$100 deposit to secure your space within two weeks of meeting.
- 4.** Get your passport – cost is approximately \$125 and can be obtained at the following locations:
 - a. Northwest Sub-Courthouse**
6713 Telephone Road
Lake Worth, Texas 76135
Mon - Fri, 8:00 AM - 5:00 PM
817-238-4457
 - b. Justice Center**
401 W. Belknap, 3rd Floor
Fort Worth, Texas 76196
Mon - Fri, 8:00 AM - 5:00 PM
817-884-2520
 - c. Southlake Town Square**
1400 Main Street, Suite 340
Southlake, Texas 76092
Mon - Fri, 9:00 AM-5:00 PM
817- 481-8190
 - d. Southwest Sub-Courthouse**
6551 Granbury Road
Fort Worth, Texas 76133
Mon - Fri, 9:00 AM-4: 30 PM
817-370-4570
 - e. The Tarrant County Subcourthouse in Arlington**
700 E. Abram St., Suite 204
Arlington, Texas 76010
Mon - Fri, 8:00 AM-5:00 PM
817-548-3963



It takes approximately 6 weeks to come in. We will obtain visas a month before the trip.

- 5.** Make a list of at least 50 people who might possibly help you go on this mission trip (include friends, friends of family and relatives). Type out your form letter (see example) to be sent out. Make 50 copies of your letter. Hand-sign each one. Purchase 50 business envelopes, 50 small envelopes (put your address on them to be returned to you) and 100 stamps.

6. Send out your letters. Allow 10-14 days from the time that you mail your letters, then.... Begin calling each person on the list, starting with those most likely to give. As you reach people, mark them on your RECORD SHEET. Greet them and tell them you are calling to follow up the letter you sent them. Ask if they have a few minutes to talk right then about your missions project, or if they'd like to have you call back at a more convenient time. If they would like you to call back, have them suggest a time when they would be available.



In your conversation, cover the following:

“Did you have time to read my letter?”

Review the letter with them. You have the opportunity to go on an exciting ministry trip. Describe whatever you know about the location and ministry you will be doing. You are required to raise your support just like the missionaries themselves. Discuss the cost of the trip and what it includes.

You need partners who would like to pledge a special gift. Ask them, “As you have had time to pray and consider this request, would you partner with me on this ministry opportunity to share the gospel?”

If they say YES, instruct them on how to send their check to you in the envelope provided for them. Thank them for this pledge of support to you. If they say NO, ask them to pray for you, partnering with you in this way. Thank them for their conversation. ALWAYS BE KIND AND COURTEOUS BECAUSE YOU ARE REPRESENTING CHRIST!

It is very important to make the FOLLOW-UP CALL a week or so after sending the letter, asking the person if they have prayed about supporting you on this trip, and what the Lord spoke to them to do. REMEMBER: Be diligent. They will be expecting you to call, so if you don't it will show a lack of responsibility on your part. Again, if for any reason they can't sponsor you for the trip, ask them if they will SUPPORT YOU IN PRAYER while you are gone. If God has called, He will provide. Would you really want it any other way? So be confident, informed about the project and enthusiastic about what God is going to do!

7. Get your shots. Recommended are Yellow Fever, Typhoid, Malaria and Adult Polio. Most people have had Hepatitis A&B but if you haven't get these also. These can be obtained through your doctor or at the following locations:



- a. [Tarrant County Public Health Main Campus](#)
1101 South Main Street, Fort Worth 76104
Mondays, Wednesdays & Thursdays: 8 a.m. – Noon, 1 - 5 p.m.
Tuesdays: 8 a.m. – Noon, 1 - 6 p.m.
Fridays: 8 a.m. – Noon, 1 - 4 p.m.
- b. [Arlington Public Health Center](#)
536 W. Randol Mill Road, Arlington 76011
- c. [Southlake Travel Health Services](#)
1400 Main, Suite 340, Southlake 76092

Appointments are required at all locations. Office visit and prescription fees apply. Vaccination costs vary according to vaccines required. For more information and appointments, call 817-321-4707. Please fill out the [Travel Health Services client form](#) along with the [TCIR Authorization for Electronic Exchange/Release of Immunization Information form](#), and bring them with you to your appointment.

8. Make a list of items to take on the trip. Remember nothing over 3 ounces can go in a carry on but can go in your checked bag. Linens are supplied but bring two towels. We are limited to two checked bags and one carry on bag. One of your checked bags will contain ministry items. The other will contain your personal items. Carry on must not be over 40 lbs and able to fit in overhead compartment of airplane and checked bags should be no more than 62 inches in diameter and no more than 50 lbs. Take clothes you might wear on the trip then leave at the orphanages. It will be winter in Kenya in July so highs are in the 70s and lows in the 50s. Light jackets are advisable. Also be sure that you are covered (i.e. no cleavage showing, no lower back showing, no tank tops, no shorts) No t-shirts with offensive language. Jeans and long capris are fine. Ladies bring two long skirts for church and men bring two pairs of slacks or khakis for church.
9. For those who support you:
Be sure to send a THANK YOU NOTE to anyone who responds back to you with a note and support money.
It is also important for you to KEEP TRACK OF EACH INDIVIDUAL who supports you (on your records sheets), so that you can follow up when you return from your trip. Your supporters will want a REPORT on all that the Lord did during your MISSION TRIP.





Support Raising Guidelines

The following guidelines must be adhered to by anyone participating in raising funds for short-term missions.

These guidelines have been established by the Missions Council in order to keep all fund raising in compliance to IRS regulations.

You may begin fund-raising toward a particular short-term trip once you have:

Paid the \$20 non-refundable application fee and \$100

deposit to secure your space on the trip.

Filled out the "Short-Term Missions Application" form and returned it to the office

When soliciting funds understand that you are raising funds for the short-term missions program of Capstone, and not for yourself. This must be emphasized as a donor may not make a contribution to an individual and receive tax credit. Tax credit can only be received when a donation is given to a charitable organization holding a 501(c)3 letter of determination. In your fund raising letter, be sure to state that you are raising funds "for the short-term missions program of Capstone." The information contained in the following two paragraphs **must be** incorporated in all fund raising letters. You may copy these paragraphs word-for-word or can vary the wording slightly to match your personality and style, but the information must be incorporated into your support letter.

"I am in the process of raising funds for the short-term missions program of Capstone Church. The mission trip that I have described in this letter is a part of this years' program. I hope to be one of the team members and participate in this short term mission outreach. If you would like to help, please make your checks payable to Capstone Church and mail to Capstone Church Attn: Missions, P.O. Box 26739, Benbrook, TX 76126. Attach a note to your check with the following information: MY NAME AND TRIP DESTINATION (i.e., Joe Smith, Kenya, Africa)

If I am unable to travel for any reason on this short term mission trip, your contribution will be used for short-term missions, and you will receive tax credit. If you have any questions regarding the short-term missions program, or about donations, please call the Missions Office of Capstone Church."

All support raising letters must be pre-approved by the Missions Council prior to your mailing or giving them out to prospective donors. Your team leader will contact you once your support raising letter has been reviewed.

Once you have received approval to begin fund raising, you may solicit funds only for short-term missions, and not for personal needs. This means you may not solicit funds for spending money, passport fees, or personal bills such as rent, electric or car payment.

You may not engage in general solicitation in the church annex, parking lot, or sanctuary. In other words you may not stand around asking anyone you see for money. When soliciting from people in the church, you should approach only those people you know personally. Give the people in the church your approved support raising letter with a stamped self-addressed envelope.

Any funds that are given directly to you for short-term missions must be turned in as soon as you receive them. These funds should be mailed to the Missions Office at Capstone Church. In order to assure that proper credit is given, be certain that all funds you turn in are placed in a plain envelope and clearly marked with the trip destination, departure date, and your name.

If you are unable to travel on the mission outreach for any reason all donations that you solicited, or personal funds, which you contributed, will be used for short-term missions solely at the discretion of the Missions Department of Capstone Church. Neither you, nor your donors may redirect the contributions or receive a refund.

All participants who travel on a short-term trip must raise or pay all trip fees according to the fee payment schedule, which is provided for each trip. All the trip fees must be paid in full prior to the trip departure. All participants who travel are liable for the full amount of published trip fees.

Please sign below indicating you have read the above guidelines and agree to comply.

Signature

Date

SAMPLE LETTER

(Date)

Dear Friends,

I am really excited about what the Lord has in store for me next summer. He has provided an opportunity for me to go on a 14-day mission trip to Kenya, Africa. There are approximately 20 adults and youth from my church, Capstone Church, who will be going to Kenya in July of 2012. We will be doing a variety of ministry activities, such as leading VBS-type activities with children in orphanages, visiting students in rural schools, construction work, sharing our testimonies, and sharing music and drama in various home churches.

Because we will be experiencing a new culture and living conditions that we are not used to, we need prayer covering. We will also be bombarding areas that our spiritual enemy has strongholds in (Ephesians 6). Every member of this mission team is gathering a prayer support group for prayer covering before, during, and after this mission trip. I am also in the process of raising funds for this mission trip to Kenya, which is a part of Capstone's missions program. ***Would you consider being part of my mission trip prayer support or financial support team?*** Matthew 21:22 – “and all things you ask in prayer, believing, you shall receive.”

The dates for the trip are: July 1- August 2nd, 2012
The total cost for the trip is: \$3,500

Would you pray and ask the Lord how He would have you help me make this opportunity a reality? **First** of all I need your **prayers**, and **secondly** I need financial support to make this trip possible, so that we may minister God's love in Kenya.

God Bless You,
(sign your name here)

If you have any questions regarding the short-term mission program of Capstone Church, or about donations, please call the Missions Office of Capstone Church at 817-336-2687 or Rhonda Cobern, Missions Director, 817-360-6384.

(Please fill out information and mail in enclosed envelope)

Dear type your name here,

_____ With the Lord's help I/We will be praying for you during your trip to Africa.

_____ I am enclosing \$___ as a gift toward your mission trip to Africa.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contributions:

- Make checks payable to **Capstone Church** to receive a tax-deductible receipt.
- Do not put my name on the check, but place my name on a separate note. Write *Africa Mission Trip* on memo line.
- A self-addressed stamped envelope is included for your convenience.
- Please note that if for any reason I am unable to travel on this mission trip, your contribution will be used for Capstone short-term missions, and you will receive tax-credit.

Steps To Success



Get going. There is no better time to start than now. Procrastination will get you nowhere (especially not the mission field.) Everyday that you can spend fundraising is valuable. It is important that you begin TODAY!

Do your homework. The most effective way to present your plan to other is to have detailed information about the organization that you are going with, the purpose of this particular missions outreach, exactly what you will be doing, and what people groups you will be reaching. People want to know what they are supporting.

Talk about it. Discuss your decision with your family, close friends, and your Fusion Leaders. It is important that those close to you are supportive of your decision.

Plan a party. Host a missions party and invite all your friends, family and anyone else who might be interested in what you are doing. Serve them refreshments or dinner and then share with them what you are doing and why you are doing it. Ask them to prayerfully consider investing in your mission trip. Pass out pledge cards and let them know that they can drop their cards and or donation in a bucket before they leave. Before they leave, give them an opportunity to ask questions about your trip.

Get the word out. Make a list of at least 50 people who you think may be interested in your mission trip. Compose a letter that explains what you are doing and how they can invest in your trip. (We have included a sample letter to help you get started.)

Get a plan. Strategize your fundraising efforts in conjunction with your deadline. Breakdown the total into four mini-deadlines. (see the personal fundraising plan sheet)

Just do it. Apply the NIKE principle. Once you have a plan, GO FOR IT!!!!

Honor God. As God is faithful in supplying all your needs, be faithful in acknowledging Him as the One who give you the power to get wealth (Phil. 4:19, Deut. 8:18). It is important in this time of fundraising that you maintain a consistent lifestyle of prayer and Bible study. Keep yourself built up in the Word so that you may remain strong. Remember that God is faithful and is a rewarder to those who diligently seek Him.

