

PR 2020 Sponsorship Guidelines 2/17/2020 update



Commitment Money: Money paid by families

Sponsorship Money/Fundraiser Money: 17 \$50 sponsorships required, \$150 in individual fundraiser work required. We will also be setting up group fundraiser opportunities for our missionaries.

Due dates:

- Sun. Feb. 16:** \$200 commitment money, \$200.00 sponsorship money due
- Sun., Mar. 22:** \$100 commitment money, \$300.00 sponsorship money due
- Sun., Apr. 19:** \$300.00 sponsorship money due, \$150 individual fundraiser money due
- Sun., May 10:** All remaining sponsorship money due

	Total Cost	Commitment Money	Sponsorships \$50/per	Individual Fundraising	Group Fundraising
Students	\$1550.00	\$500.00	\$850 (17)	\$150	Attend one event, minimum

1. **Please turn in full amount by the due date.**
2. Be sure to tell any sponsors that they should **write the check to *Trinity Lutheran Church or TLC* – not to you**. If the sponsor needs to mail the check, please have them **mail it to you** (not to Trinity) so that you can record the information and turn in all checks, together. Sponsors can also donate online (TBA).
3. **You are responsible for the amount due on the due date.** We have deposits and deadlines we have to meet. If you do not have all the sponsorship money that is due, you will be asked to write a personal check to make up the difference. Please make a note on the check “memo” that this is a **“parent paid sponsorship”** check. The “parent paid” coverage money toward sponsorships can be refunded once this money has been replaced with sponsors.
4. **A new *Record of Sponsorship* form must be legibly completed for each sponsorship due date.** Any money – check or cash – that you turn-in must be listed on the *Record of Sponsorship* form. These forms are essential to help us record what you’ve turned in. It is OK to turn-in more money than what is due on that due date. Please paper clip all checks/money to your yellow forms.
5. **Take a photo or make a photocopy of the form to keep track of your sponsors.** This is beneficial to you so you know exactly how many you still need and will help in case of a discrepancy between our records and yours.
6. The goal was to diversify our funding and fundraising for this new trip in order to keep out-of-pocket costs as low as possible, and also to foster community as we prepare for the trip. The costs for this mission trip are divided into four groups:
 - **Commitment Money (\$500)**
This fee represents the personal commitment from each student/family.
 - **Sponsorship Money (\$850)**
Sponsorship money is raised by each student and goes towards funding their specific costs for this trip.
 - **Individual Fundraising (\$150)**
Missionaries are tasked with selling several items, raising a minimum of \$150. This money will also go toward funding their specific costs for this trip.
 - **Group Fundraising (As Much as We Can Earn!)**
Each missionary is asked to attend a minimum of **one** group fundraising event. Money collected for group fundraisers will go into a group account that *will fund our donation of construction materials* for work while in Puerto Rico.
7. **May 10, 2020** is the absolute last day for payments to be made on your account. Everyone needs to be paid up at this point. If **anyone is short, they will need to bring in a personal check** to pay for the remaining balance of the trip. We want to make sure everyone is on-track to collect all of their sponsorships by this date – please don’t hesitate to ask for help if you are struggling to find sponsors during this process!

Potential Sponsors

ANYONE WHO ATTENDS TRINITY (OR YOUR HOME CHURCH)

YOUR EXTENDED FAMILY

YOUR FRIENDS' PARENTS

NEIGHBORS

TEACHERS

YOUR DOCTOR, DENTIST, CHIROPRACTOR, HAIR STYLIST, BANKER

PARENTS' FRIENDS AND CO-WORKERS

YOUR EMPLOYER AND CO-WORKERS

ANYONE YOU KNOW IS A POTENTIAL SPONSOR!

***ALL SPONSORSHIPS ARE TAX DEDUCTIBLE. IF A SPONSOR WOULD LIKE A RECEIPT FOR THEIR DONATION, PLEASE GET IN TOUCH WITH MONTY OR PASTOR PETER - WE WILL ONLY DO THIS BY REQUEST.**

Having trouble finding sponsors???

1) Come to Trinity on a Sunday morning, especially between 9:50 am and 10:45 am. Seriously!

- Trinity has a decades-long tradition of supporting high school missions and most members are very used to kids seeking sponsorships between services on Sunday mornings, even if they don't know you!
- Wear your PR t-shirt, bring your folder with brochures and trading cards
- Don't be afraid to approach people you don't know! Again, almost everyone at Trinity understands what High School Mission is and many want to support you! **Many people are simply waiting to be asked.**

2) Have you sent out an email/letter to friends and family?

- Use the template to craft a personalized note

3) Ask your fellow missionaries for their ideas!

4) Call your small group leader!

5) Call/Email Monty or Pastor Peter! - If it is close to a due date and you are short several sponsorships, please get in touch! We cannot help if you don't talk to us. We will do all that we can to help anyone who needs it.

PR Mission Sponsorship Letter/Email Template

1. Intro

- a. "Hi (insert name/greeting), this is _____ (your name)..."
- b. I have an awesome opportunity to be a part of a mission trip to Puerto Rico. As you may know, Puerto Rico is still recovering from recent hurricanes, and is more recently dealing with clean up from earthquakes. The need there is great, and I feel called to help!
 - i. When it is (June 27-July 4, 2020)
 - ii. How much it is (\$1800 - \$500 Commitment Money, \$1100 Sponsorships, \$150 fundraiser work)

2. What the trip is about...

- a. ***First, I will help families in a local congregation continue to clean up and rebuild from the 2017 hurricane and January 2020 earthquakes***
- b. ***Second, I will be challenged/invited to grow and dig deeper in my own faith with God/Jesus***
 - how will you be the hands and feet of Jesus this week?
 - how do you hope to grow in your faith?
- c. ***Third, I will have an opportunity to experience Puerto Rican culture firsthand through relationships with the families and congregations that I meet.***
 - what do you hope to learn about Puerto Rican culture?

3. How they can help...

- a. However, in order to be a part of this experience I need your help
 - i. ***I am asking for your support through prayer***
 1. 2-3 short prayer requests (look at the prayer requests on your brochures)
 - ii. ***I am asking for your financial support in the way of a \$50 sponsorship towards the total cost of the trip.***
 1. Make sure to include who checks should be made out to (Trinity Lutheran Church) and where the sponsorship can be sent (to you!). Also note that your name should be in the Memo Line of the check.
 2. Sponsorships can also be made via credit card on the Trinity website: trinitylc.org

4. Say thank you. A great way to end your correspondence is by saying thank you. Thank them in advance for whatever way they choose to support you.

PR Mission Sponsorship Letter Tips



When you write a sponsorship letter or email, you're not only asking for money and prayer, but you're inviting someone to participate in your trip, through your stories, through your experience. **Every letter written should be accompanied by a sponsorship brochure and personal PR Trip Missionary trading card.** We can provide an electronic copy of your trading card and brochure to attach to any emails you may send. Both have information about what we do on the trip, where we go, and describe in detail the sponsorship process. The trading card will provide a photo of you that they can hang on to – a great thing to help potential sponsors get a visual of who they are sponsoring.

Here are a few tips for writing a sponsorship letter:

- **Keep it short.** One page is plenty.
- **Proofread it.** Errors are fairly noticeable... and often avoidable. Have someone else read over your letter or email for any errors before you hit SEND or PRINT.
- **Make it personal.** People want to support *you*! Don't send a generic letter when you can send a personal letter. While you might share some details about the whole group, also include what your hopes, fears and needs are.