

## Support Letter Guidelines

1. Determining or receiving the budget for the trip. You need to first determine what amount you will personally contribute to your trip. The Mission Team firmly believes that no one should ask support of others if you are not going to make a similar sacrifice.
2. Develop a list of potential supporters with addresses. Turn that list into the Mission's Office. There have been times when a check would arrive in the office that does not have a name on it. We can often figure out who that is with the list mentioned.
3. Create your support letter or email using the model below. You can make some changes, but the bold information must be included. Once your letter has been written, it needs to be forwarded to the mission's office for approval. All letters must be approved before being sent out.
4. Once the money has started to be received, you will be given a financial update throughout the collection period or as requested.
5. **IMPORTANT:** each member of the church will receive support from the church, as long as funds are available, of a designated amount depending upon the trip. Once your balance has surpassed the expense of the trip by 500.00, that support will be returned to the Mission's ministry to be used for another person or trip. According to Federal law, the money received cannot be reimbursed except for mission expenses and cannot be returned. Any money that is left over from your trip can be applied to a future mission trip, someone else's mission trip, and only mission trips.
6. If you have any questions, please do not hesitate to contact the Mission's Office.



## SAMPLE LETTER

Date\_\_\_\_\_

Dear friends,

I am writing to share with you an exciting opportunity that I have to be a part of a mission trip to \_\_\_(location)\_\_\_, during \_\_\_(dates)\_\_\_. I will be going with a group of people from my church, Hermitage Hills Baptist Church. We will focus on \_\_\_(what mission, construction, vbs, etc)\_\_\_\_\_ in the area. I am very excited about this opportunity and look forward to seeing how God will use me. I know that I can extend the love of Christ, if through nothing else, a smile and a helping hand. I am asking that you would consider supporting me in this trip in two possible ways. First, I ask that you please pray for me. Pray for the time of preparation during the next few weeks, for the days that I am away, and for the many incredible things that God will do through this trip.

Second, in preparation for this trip there are many things to be considered and fees that must be paid. The total trip will cost approximately \$\_\_\_\_. This covers airfare, lodging, meals and insurance, along with incidental expenses such as meals on travel days and trip supplies. I have committed to pay as much as possible toward the expenses involved. I am writing to ask if you would prayerfully consider making a donation toward the remaining expenses for this trip.

If you are able to assist me financially, and would like to give online, please visit [hermitagehills.com/give](http://hermitagehills.com/give). Select Mission Trip Support from the drop down of accounts and put my name/trip location in the memo/note line. If you would like to mail a check make the check out to **Hermitage Hills Baptist Church** and write \_\_\_\_\_ Mission trip on the check, offering envelope or mailing envelope. Please make sure **my name** is on the envelope.

You may mail a check to:

Missions Office  
Hermitage Hills Baptist Church  
3475 Lebanon Pike  
Hermitage, TN 37076

*Any money that you contribute for my mission trip can only be used for mission expenses incurred for this trip. If I receive more money than is needed or budgeted, it will be held for a year in an account to be used for my next mission trip. If I have not used all of my money, it will roll over into the mission account and will then assist others to participate on mission trips.*

I sincerely thank you for your encouragement and support. Your influence in my life is a continual blessing for which I am grateful.

Sincerely,