

BeyondPAA

Fundraising/Mission Trip Preparation

Preparing for your mission trip will require hard work and organization. Please get started as soon as you can. Many people like to make tax deductible donations before the end of the year so it is highly recommended that you get started ASAP. It will make your life much easier later.

Passports

If your trip is taking outside of the United States you must have a passport. Go to travel.state.gov/passport to get started. There are special requirements for applicants in varied situations. Pay close attention and be thorough. Normal processing time is quite slow so get started. You are able to pay extra for expedited processing but saving that money would be better. The most important thing Get Started!!!

Note: If you already have a passport that will expire within six months of our trip, you should go ahead and get it renewed.

Fund Raising Information

Fund Raising is always a challenge for mission/service projects. Experience has taught us however, that people are very generous and willing to be supportive of student's desires to participate in these kinds of ventures. Don't be dismayed. With hard work, organization, and a plan it will come together.

In this packet you should have the following:

1. A sample letter from PAA telling about the project and our support of it – to be copied and sent out.
2. A sample letter from a student – do not send this letter – write your own.
3. A photocopy of our Response Envelopes – to be sent out and signed by each student seeking assistance.
4. Sample Emergency Med Info, Sample Conduct Covenant, Sample Notarized Consent

General comments:

Fund raising is best undertaken with a variety of projects and approaches in place. Don't expect one project to provide all of your goal. A letter writing campaign is the foundational piece of what most students do to raise money. It usually is very effective and will provide the foundation of your goal – but you will probably need to do other things as well.

Sponsors of your trip will always be available to discuss ideas and perhaps get involved with other ideas but do not wait on them for ideas. Use your creative ideas and work with your friends who are also participating to come up with ideas on how to proceed.

Because there are so many fund raising activities focused at the Academy (classes, athletics, music etc.) your best target audiences are probably centered away from here. Focusing on supportive family and friends and local churches or other clubs/jobs that you have been part of is best.

How to get started:

Accomplish your goal by breaking the goal into smaller pieces. **Example:**

Total Goal -		\$2000
My Contribution:		
\$50 of Christmas Money		
\$250 savings		
Total	\$300	
Letter Campaign:		
Send out 100 letters		
20 returned with \$10 = \$200		
20 returned with \$20 = \$400		
5 returned with \$50 = \$250		
2 returned with \$100 = \$200		
Total	\$1050	
Provide Service for family and friends (clean yards, baby-sit, run errands)		
Work for 40 hours at \$10 per hour = \$400	\$400	
Ask for church support:		
Offering	\$200	
Ask Mom and Dad to contribute the amount of food cost that you won't be eating while away!		
Total	\$100	
Grand Total		\$2050

Everyone's experience and situation is different and results will vary. But you can do it ... approach it with enthusiasm and have fun.

What should I do to prepare?

1. Talk with your parents to prepare a strategy similar to the idea above.
2. Work with your parents to compile a list of friends and family to send letters to. Your Christmas list is a good place to start.
3. Write a letter expressing your excitement and passion for being part of this project. If possible, include pictures. Don't be afraid to share a bit of your "plan" in the letter. Tell them what you are giving, how much you are working and that you need, i.e. "20 people to give \$50. Will you be one of them?"
4. Put your letters together:
 - a. Address labels/ return address labels
 - b. Photocopy your letter
 - c. Photocopy letter from PAA
 - d. Obtain enough envelopes from PAA to include one in each letter.
 - e. Prepare any other information you choose to include
 - f. Sign the response envelopes from PAA. *** make sure you do this!
5. Say a prayer and send them off.
6. Get busy with the rest of your plan

The earlier this is done the better your response is likely to be.

A Note about Tax Deductibility

It is not tax deductible to pay for a person's trip to Ethiopia, Fiji, (or anywhere else). It's that simple.

However, when a non-profit organization chooses to put together a project like this people are able to contribute to the non-profit on behalf of that specific project. We have selected young people to be involved in these projects and asked them to help us in raising money to make the projects possible. As we share that fund raising goal we are confident that our project will be fully funded. Each participant has committed to raising their share of our over-all goal.

Checks that are written in support of the projects must be written to the sponsoring organization and cannot be made out to or even refer to any individual. Please help people understand this. In order for donations to be tax deductible, donors must understand that the donation is given to PAA to be used for the specific mission project. Further, it is non-refundable and PAA will determine exactly how the money is used toward the project. We are interested in obtaining data base information from supporters and knowing whose networks were accessed in soliciting the funds. This is why it is important that students sign the envelope or response form. It helps us to keep track of whose letters are resulting in the donations.

Note: For more information on tax deductibility please request extra hand-out.

Conclusion

Fund raising is a challenge. But it can also be a fun project for the family to take on together. I hope that your experience will bring you all closer as you work to make their dreams of service become reality. God is good ... and God is with us!

If you have any questions, feel free to contact the Chaplain's office or any of the sponsors of individual trips. We are here to help.

Monte Torkelsen - Chaplain