



LAUNCH
INTERNATIONAL

GETTING STARTED

FUNDRAISING GUIDELINES

COST INCLUDES: EVERYTHING you need for the mission trip (airfare, meals, translators, mission supplies, parking, lodging and overseas medical insurance).

COST DOES NOT INCLUDE: Passport, vaccines, or personal spending money for souvenirs or airport food. We recommend taking \$150 in US dollars. We will help you convert your funds to foreign currency prior to the trip.

TRIP PAYMENTS: The cost of the trip will be divided into 2 payments. **Each payment is due by/before the published due date.** Complete your personal fundraising events prior to each trip payment to ensure you can cover the amount due.

PASSPORTS: Anyone without a current passport, should begin the process IMMEDIATELY. Processing of the application takes up to 3 months. If you've never had a passport before, you must complete the form online, print and apply in person. You will need an original birth certificate. If you are renewing your passport, you can complete your documents online, print and mail the application yourself. ****If you have a current passport but it will expire within 6 months of our travel, you must renew it.**

- - Passport Application Submitted
 - - Letters Mailed Deadline
 - - 1st Payment Due _____
 - - Final Payment Due _____
 - - Money to Convert Due
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PERSONAL FUNDRAISERS - You are responsible for finding the means of funding your trip. Do-it-yourself fundraisers (car wash, bake sales, side jobs, social media campaigns, emails, and mailed letters) are ideal. You are fully responsible for the details of the fundraiser - from planning to the actual event. You may choose to partner up with others on the team.

LAUNCH FUNDRAISERS - Launch does NOT coordinate team or individual fundraisers. Launch WILL, however, provide you with YELLOW reply envelopes that you can use to place in a fundraising letter envelope. Your team leader will have these envelopes.

CHURCH FUNDRAISERS - In most cases, your does NOT coordinate fundraising efforts. Do not approach leadership with requests. When in doubt, speak to your team leader first!



FUNDRAISING GUIDELINES

YOUR ACCOUNT NUMBER - You will be given a unique giving account number. Make sure you use this when turning in cash or other checks to your team leader. Electronic donations through our website will automatically go towards your account.

Your account number is _____.

DONATIONS - While most donations are made through our website or by mail, occasionally someone will give a donation directly to you. All donations collected in this manner must be turned over to Launch for processing. Launch will issue required tax receipts for donations received in 2024 by January 21, 2025.

CASH - Cash donations should be placed in a yellow Launch envelope and given to the the team leader ASAP. You must include YOUR ACCOUNT NUMBER and the donor name and email/address for tax purposes.

CHECKS - Paper checks should be written to Launch International and not made out to you personally. If, however, someone makes the check payable to you, sign the back and turn it in to Launch in a yellow envelope. Checks can also be mailed to us at Launch PO BOX 406 Max Meadows, VA 24360.

DEBIT/CREDIT CARDS - Our website accepts PayPal, GooglePay and all major credit cards. www.launchinternational.net/mission-trips. If someone wants to give to you electronically using your personal Venmo/CashApp etc account, you should treat this like cash. Withdraw the funds and write a check or turn in cash to your team leader. Again, make sure you are giving proper credit to the true donor when turning in the donation. Bottomline...our website is the easiest way to give electronically.

YOUR DONOR REPORT - Unfortunately, there isn't a way to see who gives to you in "real time." Before each meeting, we will **email** a donor report so you can see everyone that has given towards your trip. This report not only helps keep you on pace for fundraising but is a helpful reminder to send thank you notes to all that have donated.

WHAT HAPPENS IF I RAISE MORE FUNDS THAN I NEED - Excess funds will be divided among other team members that have not reached their fundraising goals for the same trip. If all members have reached their funding goals, any overage may be used to support our host missionary. We cannot issue refunds to donors or withdraw excess money for personal use on the trip.

WHAT HAPPENS TO MY FUNDS IF I DROP THE TRIP - Donated funds will remain within the organization and may be divided among other team members or donated to the host missionary. Non-profit law does not allow us issue refunds to donors. If the amount of expenses paid out towards your trip can't be covered by the amount in your account, you will be required to pay the balance to Launch within 15 days.



OTHER CONSIDERATIONS

CELL PHONE USE - You can bring your cell phone, but you do so at your own risk. We cannot recover stolen devices. Most major carriers have an international plan that often includes free minutes, texts and data. You are responsible for your own cell phone expense. ***Note:** Cell phone use during team meetings or while on the field will be prohibited, except for emergencies.

VACCINATIONS - You are NOT required to get vaccinations to participate. An updated Tetanus (DPT) booster/shot is highly recommended, along with Typhoid. Malaria is NOT required or necessary for our areas of travel.

FOOD - Breakfast will be provided each morning. Lunch typically consists of sandwiches, chips and a cookie. Sodas (Coke, Inca Cola, Fanta) are often available and can be purchased at small shops in the area. If you have food allergies or worry about not feeling full, we encourage you to bring additional snacks (i.e. protein bars, Kind bars, etc). Dinners are usually at our housing base or at a trusted restaurant. We never eat street food.

WATER- In many countries the water is not safe to drink. If this is the case, part of the trip cost will include jugs of water for use while in the field. Since staying hydrated is KEY on all missions, water consumption is critical. Gatorade, Propel, or other hydration drink packets can also be taken and added to your water, if needed.

HOUSING - You will either stay at a hotel, at a church base/dormitory, in a national's home, or at a ministry base. Trip cost includes housing. Most locations will have WiFi.

CLOTHING - A full packing list will be distributed when we get closer to the trip. You are allowed 1 suitcase with no more than 50' of weight. Clothing must be modest and mission appropriate. If you aren't sure about an outfit, don't bring it.

YOUR PUBLIC WITNESS - As others learn of your trip, consider your public witness (face-to-face, social media, words, actions, etc). You should seek to represent your church, the Kingdom and yourself in an appropriate manner - before, during and even after the trip. Inappropriate actions that would reflect poorly on you, the church, and Launch may result in your removal from the team.



TEAM INFORMATION

TEAM MEETINGS - Our team will meet once per month to equip and prepare you for the mission. Six (6) weeks from travel we will meet every other week. You are expected to attend and be prepared in all team meetings. We will schedule the meetings in advance so you can request work days off, if necessary. Historically, those who have not participated in team meetings ultimately feel unprepared when they get on the field. This usually leads to poor participation and a bad experience - for everyone. **Failure to participate in team meetings may result in your removal from the team.**

PRE-TRIP ASSIGNMENTS - Between now and the trip, you will be expected to complete assignments. These assignments will help you be prepared for what you will do and say in the field. This will require time and effort on your behalf. **Lack of preparation may result in your removal from the team.**

PRE-TRIP TEAM COMMUNICATIONS - Your team leader will use either use Remind, Facebook Groups, or Band App to communicate with everyone before the trip. You are responsible for downloading the required app and reading or responding to necessary communications. Updates, important files, and announcements will all be funneled through this one medium.

TEAM LEADER CONTACT - Launch has multiple teams preparing for the trip. Each team has a leader. Please use your assigned team leader as a point of contact for all questions or concerns. We kindly ask that you refrain from contacting other team leaders with questions about your trip. This helps us best manage our teams and the overall process.

Your team leader is _____.



SAMPLE LETTER

Hi!

I am so excited to share with you about an opportunity I have to go to **<INSERT PLACE>** on a mission trip this summer!

While I'm there, we'll be **<INSERT ACTIVITIES>**

The biggest blessing that you can provide would be to include my team and me in your prayers. We ask that you pray for our safe travels, open hearts, the community and for each day to come with the chance to plant the seed of faith.

In addition, I am working to raise **<INSERT AMOUNT>** before June 30th. If you feel led to help support me, your donation will go towards our work and ministry projects.

There are 3 easy ways you can send your tax deductible gift:

1) You can simply place a personal check, made payable to Launch International, in the enclosed yellow-stamped envelope, and drop it in the mail. Please include my account number **<7XXX>** on the memo line of the check.

2) If you would rather give by credit card, PayPal, Google Pay or debit card, you can go take a picture of this QR code on your phone, and it will take you right to the donation page.

3) Go to the website <https://www.launchinternational.net/mission-trips>. Then, select my name from the "Sub Fund drop-down box."

I can't do it without you! Thank you in advanced for sponsoring me on my trip!

Blessings!

<YOUR NAME>

