**Support Letters**

First of all, we’re very glad for your wanting to join our trip to Guatemala this year! We hope you’ll enjoy it as much as we have over the years.

A lot goes into making this trip happen with success, and as with most things, that requires adequate funding. We do our best every year to keep the cost affordable, particularly for students with little-to-no income; but it’s still a hefty expense. And so, you may be concerned with being able to get the finances for your part of the trip. BUT, know that ‘where there’s a will, there’s a way’, and LORD willing, we’ll be plenty able to raise enough funding.

One method many folks use is the mailing of support letters out to friends and family, and anyone else who might be interested to invest in our trip. Below you’ll find a sample of that letter. Be free to copy/paste, edit/revise this letter to your own tastes. It is best to tell those receiving the letter how much you are trying to raise as well as a specific amount you would like them to donate.

**Tracking your Donations, Where to Send Your Fundraising Support and the Donation Summary Coupons**

We recommend that you develop a tracking document of the responses you receive. Set a date to follow up by phone two weeks after sending the letters to check and see if they received the letter plus ask if they have any questions.

Once you have collected all your support, please send your single support directly to Dr. T. Bob at 11925 Loch Ness Dr., Dallas, TX 75218. You can pay the $970 trip fee either by Venmo or by check (all support funds must be sent in one single check or Venmo payment). Remember that each student is responsible for arranging and paying for their own plane ticket. Please do not give any checks or funds to another person on the trip. If you collected extra money after paying for your plane ticket and trip expenses, this money will go into a general fund to help pay for supplies.

**Be Sure to Say Thank You**

After you receive a gift from someone, be sure to send a thank you note. Let them know that you appreciate their support and partnership on this trip. Another suggestion: send them a postcard or a photo from the trip and let them know about the exciting things that God did on the trip and how they were a vital part of the work there. Start thinking now about how you’d like to follow up with them after the trip (i.e. send a trip report; host a follow-up coffee, etc.).

**Donation Summary Coupon**

This form is to help you keep track of all checks received. I highly recommend keeping a log of all donations, so no funds are lost or miscalculated.



**Sample Fundraising Letter**

<today’s date>

<name of potential supporter>

<address><city>, <state> <zip>

Dear <name of potential supporter here> (make sure to use appropriate titles or prefixes),

I am writing to let you know of an exciting opportunity. God has opened the door for me to go on a short-term dental mission trip to Guatemala during our Spring Break, March 11th-18th. The trip is being led by Dr. T. Bob Davis, DMD, of Dallas, TX. I will be part of a team bringing crucial dental aid to those who may not receive it otherwise. In addition, we’ll have the opportunity to share the love of God with those who may be hearing this good news for the very first time.

<Describe how you heard about the trip and/or why you are going on this mission>

I want to invite you to be an important part of this mission. First, we would appreciate your prayers. We know that the ministry that takes place overseas starts now with prayer. Secondly, I’d be most grateful for financial support to help cover the cost of the trip. The total cost is around $2000. Funds cover all food, lodging, and transportation associated with the trip, and the purchase of my plane ticket. I cannot accomplish this task alone, and I am asking for you to prayerfully consider supporting this mission with whatever you feel is appropriate. Any funds raised above the base amount will go towards covering other costs associated with the trip (i.e. dental supplies and evangelism/discipleship materials).

If you would like to support the mission financially, please make checks payable to <your name>, memo: 2023 Guatemala Mission. <include your name and address so they know where to mail the check>. I can also accept donations via Venmo and my username is <your username>.

Thank you for your time and consideration, your support is greatly appreciated!

Gratefully,

<Insert your name here>

P.S. Your support, especially through prayer, is a vital part of seeing lives change during the mission trip. I will contact you within two weeks to see if you have any questions and if you would like to support this venture through prayer or finances.