

Fundraising Packet

First of all, we're very glad for your desire to join our dental mission 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 "God shall supply for your need according to His riches in Glory."

Sample Fundraising Letter and Response Cards

One method many folks use to raise their mission trip funding is the mailing of support letters to friends and family, and anyone else who might be interested to invest in our trip. Below you'll find a **Sample Fundraising Letter**. Be free to copy/paste, edit/revise this letter to your own tastes.

Below you will also find **Sample Response Cards** that you will include with each Fundraising Letter along with a self-addressed, stamped envelope. Please feel free to make copies of the Response Cards and cut off one to include in each letter. Each supporter should fill out a Response Card and send it back to you along with their donation for the mission trip.

After consulting and attempting to obtain a tax letter from Christian Dental Society (CDS), we have decided that the individual should process funds through other non-profit organizations like your local church. In order to get tax letters, Dr. Davis would need to set up a 501(c)3 which requires legal processing and additional expenses that would have to be passed along to each person. We have kept cost to a minimum and wish to continue doing so. Any tax benefit that might accrue to some individuals would be negated by the increased time and cost involved to our organization for this only once a year trip.

Tracking Document and Donation Summary Form

We recommend that you develop a tracking document of the Fundraising Letters that you mailed – and the Response Cards that you have received. Set a date to follow up by phone within two weeks after sending each Fundraising Letter to verify that they received the letter plus ask if they have any questions.

As you receive donations, document the name of the donor and amount given in the **Please apply this gift** toward the trip of (missionary's name): _____

My Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home #:(____) _____ Work #:(____) _____ Cell #:(____) _____

I would like to receive updates on ministry events and impact: Yes No

Method of Giving: Check Cash Cashier's Check Venmo GoFundMe PayPal

Donation Summary

Make Payment Online – or Send Consolidated Donation Check

Once you have raised enough funds to meet a financial deadline, please do one of the following:

- PREFERRED METHOD -> Use the “**VENMO**” button on <http://www.tbobdavis.com/next-trip> ,

OR...
- Write a consolidated check for the funding amount to **T. Bob Davis Productions** and mail it to T. Bob Davis Productions at 11925 Loch Ness Dr, Dallas, TX 75218 – check memo: <Year of Trip> Guatemala Mission for <your name>.

Thank Your Donors

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. Start thinking now about how you'd like to follow up with them after the trip (e.g. send a trip report or host a follow-up coffee). Another suggestion: Send them a postcard 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.

Expenses –

- \$750 for Doctors who have been on at least 4 previous trips as Doctor, Student or Volunteers, when paid by Thanksgiving Day (a 50% reduction).
- \$900 for Doctors, Students, and Volunteers who have been on 1-3 previous trips as Doctor or student, when paid by Thanksgiving Day (a 30% reduction).
- \$975 for Doctors, students, spouse, children, hygienists, assistants, and all other personnel who are first timers, if paid by Thanksgiving Day (a 20% reduction).
- \$1150— ALL FEES REVERT TO \$1150 FOR ANYONE IF PAID AFTER THANKSGIVING DAY UNTIL THE DEADLINE, JANUARY 18TH, 2020
- \$1350— LATE TOTAL FEE APPLIES WITHIN 8 WEEKS OF START DAY OF TRIP FOR THOSE WHO PREFER LATE DECISIONS AND HIGHER COSTS — HA! After January 18th, 2020
- Fees are non-refundable after January 18th, 2020. To ensure the lowest total cost for the trip, an early airline ticket purchase and on-time Thanksgiving Day payment of expenses can save 20-30% overall.

Sample Fundraising Letter

<today's date>

<name of potential supporter>

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

Dear <name of potential supporter here>,

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 13/14 – 21, 2020. 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 cost is approximately \$2000, and I need to submit my total payment prior to Thanksgiving. Funds cover all food, lodging, and transportation associated with the trip, and also 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 – I will be grateful for every bit, even the smallest amount.

If you would like to support the mission financially, please make checks payable to <insert your name here>, memo: 2020 Guatemala Mission, and return it to me with the Response Card in the enclosed envelope. Note: Do not send funds to Dr. T. Bob. Any funds raised above my base trip amount will go toward covering other costs associated with the trip (i.e. dental supplies and evangelism/discipleship materials).

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

Sincerely,

<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.

Sample Response Cards

[Make copies of this sheet and cut to include a Response Card with each Fundraising Letter along with a self-addressed, stamped envelope to be mailed to each potential donor.]

Yes, I would like to bring hope and healing to others in need!

I will begin praying now for effective ministry to the nationals

I would like to give a gift of \$_____

Please apply this gift toward the trip of (missionary's name): _____

My Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home #:(____) _____ Work #:(____) _____ Cell #:(____) _____

I would like to receive updates on ministry events and impact: Yes No

Method of Giving: Check Cash Cashier's Check Venmo GoFundMe PayPal

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City: _____ State: _____ Zip: _____ Email: _____

Home #:(____) _____ Work #:(____) _____ Cell #:(____) _____

I would like to receive updates on ministry events and impact: Yes No

Method of Giving: Check Cash Cashier's Check Venmo GoFundMe PayPal

Donation Summary Form (FOR PERSONAL USE ONLY, DO NOT SEND)

[NOTE: All donor contributions should be deposited in the participant's checking account and 1 collective donation through Venmo (preferred) or a single total expense check made and sent to T. Bob Davis Productions. Only the participant's check is to be sent to T. Bob Davis Productions. No donor checks please. Please keep a copy of all donation Response Cards and checks for your records.]

