



Preparation Guide

Welcome to the ServingHIM team! You are about to embark upon the adventure of a lifetime. We're looking forward to serving alongside you this year. God will work in and through you in ways you never imagined and lives will be forever changed as a result. Please take some time to read in detail the information in this packet. It provides everything you need to get ready for the trip. You'll learn what to pray for, how to fundraise, what to pack and more. For further information, please contact your Trip Coordinator, check out the Frequently Asked Questions section on the web or e-mail us at info@servinghim.org. Get ready for a great trip!

Dr. Kevin Seidler, D.D.S.
President, ServingHIM

Your Preparation Checklist

We want to do everything possible to ensure that you have a smooth preparation process. There are a few reminders: Every time leaving the clinic make sure you go in pairs. Let the Trip Leader know where you are going. Always take a headcount. Passport and monies should stay in the dorm in suitcase locked. Do not drink anything with ice. Do not eat lettuce or anything that requires cleaning with water except food at the clinic. If you follow these seven steps, you'll be set to go:

1. Pray

- a. Commit to daily prayer for the ministry that will take place on your trip
- b. Enlist people who will pray with and for you

2. Fundraise

- a. Be aware of the financial deadlines
- b. Talk to your friends and family about your trip
- c. Write your fundraising letter and send it out with a response card and envelope addressed to you
- d. Follow up with a call to those you sent the letter to
- e. Send in your support checks and response cards to ServingHIM accompanied by a Donation Summary Coupon (be sure to make a copy for your records)

3. Financial Deadlines and Know the Financial Policies

- a. Send in your funds by the half and final payment deadlines as defined by your Trip Leader
- b. Be aware of the Financial Policies for yourself and your supporters

4. Get Your Vaccines

- a. Ensure your immunizations are up to date
- b. Check out www.cdc.gov for required and recommended immunizations

5. Secure Your Passport

- a. Get your passport pictures
- b. Apply for a passport right away (if you already have one, it must be valid at least 6 months after your travel)
- c. Send in a photocopy of your signature/photo page to ServingHIM
- d. If need your passport quickly, here are some numbers to call: 800-556-9990, 877-484-2778, International information 1-703-908-0330, or go to www.pvsinternational.org

6. Pack

- e. Pack the right stuff (See list below)
- f. Remember only one suitcase and one carry-on
- g. You will also be responsible for a container/box from ServingHIM

Below is a packing list for all trips

GENERAL

Copy of passport and driver's license

Bible

Paper, Pen

Travel Alarm Clock

Bath Cloth (Towels, bed sheets and light weight blankets provided)

Camera and camera charger

Small fan and ext. cord (?)

Lock and key to lock one of your bags in your room (passport, airline tickets, etc.)

Snore/sound machine (?)

Fanny pack or backpack (safer than purse)

MEDICINE

Prescription medicine – in original container

Insect repellent

Imodium

Advil/Tylenol/Antihistamine

TOILETRIES

Shampoo, soap, deodorant, toothbrush, toothpaste, dental floss

Hand sanitizer (Purell)

Sunscreen

Make-up

Hair dryer

Tissues

CLOTHING

For travel and Sunday

3 set of scrubs- if you want your own (scrubs are provided in Guatemala)

Comfortable walking shoes

Sleepwear

Socks and undergarments

Sweater/sweatshirt

ServingHIM shirt (for church Sunday and Friday night)

Women – slacks, skirt. Men – slacks (for church Sunday and Friday night)

Casual clothes you may want to change into at night

Flip flops for shower

7. Prepare for Ministry

- h. Write out your spiritual journey statement
- i. Remember that this is your opportunity to tell others what God has done, or is doing in your life.
- j. During your orientation on the trip you will receive training in Evangelism

Step One: Pray

Prayer Points for Your Trip

The key to our effectiveness this trip is prayer. Our ministry starts now through prayer, not just when we get there. Consider praying for the following as you prepare your heart and as God prepares our way. Enlist the prayer support of others as well.

- Effective ministry to the nationals
- Unity on the team
- Team leadership
- Fundraising
- God giving you His heart for the lost
- Health
- Prayer and financial partnership

Step Two: Fundraise

Fundraising is a great way to involve others in your mission trip. It can be a great faith-building experience as well. The following steps are imperative as you start fundraising:

- Pray and ask God for grace and favor (James 2:2-3)
- Send out a letter to everyone you know (friends, family, co-workers, church members, neighbors). Don't leave anyone out. You may not know who God wants to work through to help you go.

Writing your Support Letters

What to include in the letter

- Name, trip, cost and deadlines
- What you will be doing on the trip
- What role your supporters play
- Mailing procedures (how to fill out the check and response card, deadlines)

- That you will follow-up to see if they are intending to support you through prayer and/or finances (See below for sample letter)

What to include in the envelope

- Support letter that follows
- Response card (please make as many of this card as you need) and a stamped envelope addressed to you. (page 5)

Sample Fundraising Letter

January 5, 2011

<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 mission trip to <insert country> with ServingHIM on <insert dates here>. I will be part of a team bringing crucial dental and medical 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 became affiliated with ServingHIM or why you are going on this mission>
I want to invite you to be a strategic 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 appreciate your financial support to help cover the cost of the trip. The total cost is <insert cost here>. The half payment deadline (in order to purchase my international ticket) is due <insert due date>. The remainder is due <insert due date>. Funds cover all airfare, food, lodging and transportation associated with the trip. I cannot accomplish this task alone, I am asking for you to prayerfully consider supporting this mission.

If you would like to support the mission financially, please make checks payable to ServingHIM and return it to me with the coupon in the enclosed envelope. Note that donations made to ServingHIM are tax-deductible. Any funds raised above the base trip amount will go towards covering other costs associated with the trip (i.e. medical/dental supplies and evangelism/discipleship materials).

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

Sincerely,

<Insert your name here>
Missionary to <insert country here> ServingHIM

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.

Response Cards

Please feel free to make copies of these cards. This is the response card that you will include in each fundraising letter along with a self-addressed stamped envelope. Your supporters can fill these out and send them back to you. Cut off one to include in each letter

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 towards the trip of (missionary's name): _____

My Name _____

Address _____

City _____ State _____

Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail _____

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

Method of Giving: Visa Mastercard Discover Check

Credit Card Account Number

Expiration Date

Card Holder's Signature

Card Holder's Printed Name

***For a tax-deductible donation, please make checks payable to ServingHIM.**



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 towards the trip of (missionary's name): _____

My Name _____

Address _____

City _____ State _____

Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail _____

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

Method of Giving: Visa Mastercard Discover Check

Credit Card Account Number

Expiration Date

Card Holder's Signature

Card Holder's Printed Name

***For a tax-deductible donation, please make checks payable to ServingHIM.**



Step Three: Meet the Financial Deadlines and Know the Financial Policies

****Note:** you are not guaranteed a spot on your trip until you have 2/3 of the trip cost which is defined by your Trip Leader.

Financial Details

Before you mail funds to ServingHIM:

- Fill out the Donation Summary Coupon (above) to accompany your donations
- Ensure that all checks have been made payable to ServingHIM
- Do not send cash
- Copy all checks and the Donation Summary Coupon for your own records before sending

Financial Policies

Be sure to inform your sponsors of the following:

To receive a tax deduction, sponsors must make their checks payable to ServingHIM. ServingHIM has been recognized by the Internal Revenue Service as a tax-exempt organization detailed in the Internal Revenue Code Section 501(c) 3 and is eligible to receive tax-deductible donations. All contributions to ServingHIM are solicited with the understanding that ServingHIM has the complete discretion and control over the use of all donated funds. Contributions are NOT refundable nor can the donor or missionary request the contribution be designated to another person's account. All funds received are at all times under the complete discretion and control of ServingHIM. Donated funds will be used in the furtherance of ServingHIM's tax-exempt purposes for missions work and evangelism.

Sponsors are NOT to place your name anywhere on the check. When sponsors send in a check, it should be accompanied by either 1) the response card or 2) a note stating that the gift to ServingHIM was made as a result of a request by <name of missionary>. If the check happens to be made out to you, please be sure to endorse the check before sending it in to ServingHIM (however, the donor will not be able to receive a tax deduction in this case).

ServingHIM Cancellation Policy

If a missionary cancels his/her plans to go on a mission trip, funds raised on behalf of their mission will go to cover other trip costs at the discretion of ServingHIM.

Step Four: Get Your Vaccines

Make sure your childhood immunizations are up to date. Please consult your family doctor, your local health department or www.cdc.gov as soon as possible.

Step Five: Secure Your Passport

Passport Photos

You will need two identical 2"x2"

You must apply for one immediately; this process can take months. Applications can be found on-line at www.travel.state.gov or at your local post office.

If you do not have a passport and you are under three months from your trip departure date, please contact your Trip Leader immediately.

You will need the following for your passport application:

- Passport application
- Processing fee
- Passport photos (see note above)
- Proof of citizenship (a previous passport or original birth certificate)
- Proof of identity: official ID with a photo (driver's license etc.)

Important Note

If you are less than six weeks away from your trip and do not have your passport in hand (even if you've applied for one), please let us know immediately. Passport applications can take months to process and without one, you will not be able to go on a trip. We have a way to expedite passports through a contact in DC. Let us know if we can assist you at info@servingham.org.

Step Six: Prepare for Ministry

Spiritual Journey Statement

Please reflect on your Spiritual journey

Step Seven: Pack

General

- Passport
- Suitcase (with a lock) and back pack
- Copy of diploma and license (physicians, dentists, hygienists)
- Bible and journal
- Paper and pen
- Copy of personal testimony (see above in ministry section)
- Bilingual dictionary
- Alarm clock (battery operated)
- Camera
- Flash Light
- Reading light for after lights out
- Sleeping mask
- Ear plugs

Medicine

- Prescription medication (if applicable)
- Pain reliever
- Imodium
- Insect repellent
- Anti-histamines

Snacks

- Gum/candy/crackers/granola bars

Toiletries

- Shampoo, soap, deodorant, toothpaste, tooth brush, dental floss
- Tissues (travel packs are great)
- Sun screen
- Make-up
- Hair dryer

Bedding

- Pillow (pillows are provided, but if you want/prefer your own please it)
- Bath cloth (towels, sheets and light weight blankets provided)

Clothing

- Jeans for travel and free days
- Scrubs (if serving with medical/dental team—must be professional looking and in good condition) There are numerous scrubs available in Guatemala.
- Comfortable walking shoes
- Sleepwear
- Socks and undergarments
- Light rain gear or jacket
- Mix and match clothing (4-6 changes)
- Sweatshirt/sweater
- Clothes for church service (women—skirt/dress, men—dress pants with polo or buttoned shirt)

Optional

- US map (to show where you live)
- Family photos to share

Things to avoid taking

- Cologne/perfumes
- Expensive jewelry (or anything else of value that you'd be sorry to lose)
- Weapons, knives, sharp scissors etc.

Important Special Note!

If you can't carry it, don't bring it! There is a limit of two bags per person: one suitcase and one carry on. There will also be a ServingHIM Field Mission box assigned to each person. Your suitcase is to be no more than 62 inches in total (height, width, and length) and cannot weigh more than 50 lbs. Your carry-on must fit under your seat and cannot weigh more than 20 lbs.