



Urban Programs Fundraising Manual

Welcome to your InterVarsity Urban Program! We are excited for you to have this opportunity to be involved in God's Kingdom around the world. God bless you as you prepare for the wonders that He has ahead of your program!

Enclosed is your fundraising packet, consisting of the fundraising manual and donor support form. Read this fundraising manual and then read the instructions on the back of the donor support forms. After you have filled out a couple of the donor forms, send them in with the checks you've received to the address listed in this manual.

If you have questions please contact your director, or [contact the Urban Programs office](#).

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A LAVISH GIFT

Your summer of faith-stretching begins long before you start with us on registration day – it starts as you read this manual and begin fundraising for this summer. Though many times fundraising is seen as a “necessary evil” to make what you really want possible, fundraising is actually a lavish gift from our Father.

Fundraising gives us a clear sense of being “sent” by our friends, our family, or our church. It presses us to share what God is doing in our lives, and others get a chance to affirm God’s work in us. When people commit to pray for us or give sacrificially to support us, we are reminded of how many people God has brought into our lives to bless and encourage us.

Fundraising gives us a chance to “ask, seek, and knock” and to see our Father provide. For those of us who have struggled to make ends meet and have literally prayed for our next meal, we know the very real provision of God. But for those of us who haven’t had those struggles, fundraising give us a tangible experience of God providing when we call on Him. It reminds us that God has always been providing for us, whether we’ve realized it or not.

Fundraising gives us a chance to interact with our Father about any fears and anxieties we may have around the issue of money and finances. Depending on our personal experiences growing up, the thought of fundraising may bring up all kinds of other issues. God is inviting you to bring those past experiences and issues to Him, and to receive the healing and grace you need.

And lastly, fundraising gives us a chance to share resources as a Christian community. Many participants in the past can testify that God brought in a surplus of funds, much to their surprise. And it just so happened that there were other participants in the program who were not able to fundraise the full amount, despite their faithful efforts and prayers. But in the economy of God’s Kingdom, everyone’s needs were taken care of.

As you go through this process, you may discover other ways that fundraising is a blessing for your faith and experience of God. Bring those testimonies with you as you come this summer!

BIBLICAL BASIS FOR RAISING SUPPORT

Support raising is not a 20th-century invention, but a way that the people of God throughout history have cared for and supported one another. Many Bible passages demonstrate how Jesus, Paul, and others received support from those who stood by them in their work. You may find it helpful to meditate on these passages in the weeks ahead as part of your fundraising.

I Chronicles 28:1 – 29:20

As his last act on the throne, David gets a start on his heart's desire to build a temple for God. He presents this vision to the people and they respond joyously with their time, talents and money. In response, David prays a moving prayer before all the people, saying, "But who am I, and who are my people, that we should be able to give as generously as this? Everything comes from you, and we have given you only what comes from your hand." (29:14) After he leads the people in a final worship time, he passes on his kingship to his son Solomon who carries out his father's intentions to build the temple.

Nehemiah 1:1 – 2:9

After hearing that the wall of Jerusalem was broken down and that the surviving Jews were in great trouble and disgrace, Nehemiah mourned, fasted, and prayed. He then boldly approached King Artaxerxes (a non-believer) and asked him to provide the resources needed to rebuild the wall (and in so doing, rebuild the life of God in the people of God).

Matthew 7:7-12

God wants us to ask him for help. He wants us to come to him with our needs. As our faithful Father, he is eager and able to meet our needs.

Acts 4:32-27

As a community of Jews who had gathered in Jerusalem from far and wide, the first followers of Jesus shared all that they had. Though they had been strangers to one another in chapter 2, they became family in real and practical ways.

Philippians 4:10-20

The relationship Paul had developed with the Philippian church included their supporting his ministry and helping the Jewish Christians in Jerusalem hard hit by the famine. The Philippians had their own financial hardships, but despite their poverty, they gave sacrificially and generously out of what they had. They had compassion on their brethren in Jerusalem who were poorer than they, and they deeply loved Paul and believed in the calling God had given him to bring the gospel to other Gentiles like themselves.

II Corinthians 8-9.

Unlike the Philippians, the Corinthian church was in a season of plenty. Paul exhorts them to recognize that their abundance is meant to meet the needs where others are lacking, and in turn when their day of need presents itself, they will be provided for by the abundance that others may have. He even pours a little shame on them by referencing the Macedonians (Philippi was a major city in Macedonia) and their generosity in the face of their "extreme poverty" (and that's saying something coming from Paul). And

as a positive motivator, he explains that generosity also benefits the giver.

HELPFUL DONOR INFORMATION

Financial Integrity

InterVarsity Christian Fellowship/USA is a charter and current member in good standing of the Evangelical Council for Financial Accountability. It is our pledge to maintain the highest ethical code of financial accountability and reporting consistent with responsible Christian faith and practice.

InterVarsity has had its financial statements audited since 1941. Our audits are performed by independent certified public accountants.

Doctrinal basis

Each member of the Corporation, Board of Trustees, staff and any council of reference signs yearly a statement of faith which includes the following basic biblical truths of Christianity:

1. The unique divine inspiration, entire trustworthiness and authority of the Bible.
2. The deity of our Lord Jesus Christ.
3. The necessity and efficacy of the substitutionary death of Jesus Christ for the redemption of the world and the historic fact of his bodily resurrection.
4. The presence and power of the Holy Spirit in the work of regeneration.
5. The expectation of the personal return of our Lord Jesus Christ.

Tax-deductibility

InterVarsity is a non-profit organization begun by students which exists to build collegiate fellowships and engage the campus with the gospel. Gifts to this ministry are tax deductible and are administered according to strict legal guidelines and an approved plan and budget.

All funds sent to IVCF for your Urban Program are under the control of IVCF and are to be used exclusively for Urban Program expenses as authorized by the Board of Trustees of IVCF. Anything given to you for personal spending is NOT tax-deductible.

According to the IRS, once a receipt is issued to the donor, *no amount may be refunded to you if you do not attend an Urban Program. The funds will be used for the Urban Program program either this summer or in the future and cannot be reimbursed either to you or to your donors.*

HOW TO SUBMIT YOUR MONEY

There are two options for fundraising, by check and online. You may fundraise using a combination of both options.

Option 1: *By Check*

1. Tell donors to make checks payable to InterVarsity
 - Do not send in cash donations. See below in the Frequently Asked Questions for what to do with a cash gift.
2. Tell your donors to send or hand their checks to you. You will need to send them in with a Donor Support Record (sent in the same email as this letter).
3. Look over the check for accuracy. Is it payable to InterVarsity and is it signed?
4. Fill out the Donor Support Record. PRINT LEGIBLY!
 - Put your name, address, phone number, and program location in the appropriate place.
 - Put the page number at the top. Each page should have its own number. Include the date.
 - Record the donor's full name, including title, spouse's name, and middle initial, if known.
 - Give us as much information as you have without abbreviation. We will send these donors tax-deductible receipts.
 - Record the donor's full address. Always include a zip code. Then write down the check number.
 - Put the checks in the order that they are listed on the donor support sheet.
 - Add the amounts of the checks on each page. Record the total amount from any previously submitted pages. The total of these two figures is what you have raised so far. Re-add all your figures to check for accuracy.
 - If you have a check whose physical size is larger than the rest, put it at the bottom of the list and stack of checks.
 - Include only seven donors per page.
5. Keep a photocopy of this sheet for your own records. Send the original copy with the checks to:

Donation Services-Urban Programs
InterVarsity Christian Fellowship
P.O. Box 7895
Madison, WI 53707

Option 2: *Online*

Donors may give to your personal fundraising account at: www.intervarsity.org/donate. The donor can find you by putting your name in the search field.

FREQUENTLY ASKED QUESTIONS

What if the deadline arrives and I still don't have enough money?

First, it is rare for students not to go on a program because they lack support. If you have been following the Lord, He is quite capable of seeing you through the journey. Second, talk to your director, who may be able to help you uncover financial avenues you haven't explored. Third, get written pledges from donors who intend to give while you are away. Be sure to get the date that they intend to make good on their pledge and follow it up when you get back. Remember that you are responsible to see this obligation through to the end. Pledged money should be sent to InterVarsity by August 15. Have your parents or a friend send in this money (along with the proper form--the Donor Support Record) if it comes in while you are on the program.

What if I raise more than I'm supposed to?

If you raise more than the cost of the program, your overage helps other students on your program who are unable to raise the full amount. If the program ends up with an overage, that money can be used for scholarships, stipends and next year's programs.

How should I handle cash or checks made out to me personally?

Ask if you could have a check instead. If not, deposit the cash in your checking account and write out a check to InterVarsity for that amount. On the donor name and address lines, indicate who the gift is from and the amount. On the check # line, write "Cash." The person will receive a receipt for that amount. You may write one check for multiple cash gifts. Simply make sure that each donation has a separate record. In the case of checks made out to you, ask the donor to write a new check payable to InterVarsity. IVCF cannot accept checks made out to you.

What if my plans change and I can't go?

Let your Director know immediately. Because of IRS laws, it is illegal for us to refund your donations to you. The same policies apply with regard to giving donations back that were mentioned in the above section on tax-deductibility. We can hold them in an account for you until the next year.

When does my money need to be in?

Each director may have different financial deadlines. Check with your director. In general, you should have all your money in before the beginning of the program. Money not raised before the program begins needs to be turned in no later than August 15th.

DEVELOPING A SUPPORT TEAM: GETTING STARTED

The vision and purpose of Urban Programs is that God would use them to challenge, strengthen and mobilize the people of God for the mission of God in cities both here in the U.S. and internationally. The world is urbanizing at an exponentially increasing pace, and poverty is becoming more and more urban. The vast majority of unreached people groups are in countries that are poor. Any legitimate witness in these countries and their urban centers must address the dynamic and complex issues of poverty, injustice, and what the kingdom of God has to say and do about such issues.

Through our short-term programs, we have the opportunity to influence our campus fellowships and our local churches. One way to stimulate members of your fellowship and churches into deeper involvement in world missions is through developing your support teams. There are four goals in developing support teams:

- a) To gather a team of people who will support you with their prayer and finances.
- b) To transfer your vision and knowledge to your support team, building a foundation for urban missions and service.
- c) To mobilize this team into action as you prepare together for an urban mission, helping each member discover his/her own vital role and contribution in the mission. Not every member of your support team is called to go, but all are still vital members of the mission.
- d) To inspire your team members to grow in sharing their faith cross-culturally and in their service to the needy around them.

Step 1: Take Inventory of Prospective Supporters

List all the people you could possibly contact for support. Don't exclude anyone at this point, and keep in mind that you are looking for prayer partners as well as financial partners. Next to the name, put their contact information, and leave space to record pledges (see sample in [Appendix 1](#)). You may want to use a notebook or put together a binder for easier organization. Be sure to think through the following categories of people in your life:

- Family members and relatives
- Family friends
- Friends on campus (including your campus fellowship)
- Friends outside of campus
- Church pastors and missions committee heads
- Church members (home church and school church)
- IVCF alumni from your school
- Current/former employers and work colleagues
- Current/former neighbors
- Those who have influenced you spiritually
- Special networks (extracurricular clubs, etc.)

Pray specifically for guidance as you come up with your support list. Ask God to provide the finances and prayer supporters that you will need. Pray for these potential supporters as you are aware of their needs.

Step 2: Estimate the Amount of Financial Support

Before you talk to people, it is helpful and important to have an estimate of where your financial support will come from. This exercise can also help you decide how much financial support to ask of certain groups of people. Review your inventory sheets, and fill in the blanks below:

Urban Program Program Cost:	\$ _____
Minus - amount you will give	\$ _____
- amount family/relatives will give	\$ _____
- amount family friends will give	\$ _____
- amount friends will give	\$ _____
- amount churches will give	\$ _____
- amount church members will give	\$ _____
- amount IVCF alumni will give	\$ _____
- amount employers/colleagues will give	\$ _____
- amount neighbors will give	\$ _____
- amount others will give	\$ _____
Balance should equal =	<u>\$ 0 (or less than 0)*</u>

*If your balance is less than 0, it will provide an ideal cushion. And remember that if God brings you more than you need, He is looking to provide for someone else's need on your Urban Program.

Step 3: Prepare Yourself For Asking

Many missionaries have a difficult time asking people for support. To alleviate fears and to be most effective, you will need to do your homework ahead of time. First, you need to decide how you will ask each person: via phone, email, social media, letter, face-to-face, group presentation, etc. (see "Tools for Asking" section). In some cultural settings, a face-to-face direct ask is most appropriate. In other cultural settings, an indirect ask via email or an advocate would be more appropriate. Pray and ask God for wisdom; if you still are unsure, talk with your InterVarsity staff or church leader. At a minimum, consider sending out a letter announcing your plans to participate in an Urban Program.

No matter how you communicate with people, you will need to organize your thoughts before you begin contacting them. Practice what you will say several times. You may want to outline the answers to the following questions on a note card (see sample in [Appendix 2](#)):

- How did I become a Christian?
- How did I hear about the Urban Program?
- What will I be doing and learning through the Urban Program?
- Why am I going?

- What do I need (prayer and specific amount of money)?
- What do I want from you (specific amount, referral, or prayer commitment)?
- When will the Urban Program begin?

Finally, identify at least 1 or more *prayer partners* immediately. These are people who agree to pray for you between now and when you return. Ask them to keep you accountable and to pray for you throughout the fundraising process.

DEVELOPING A SUPPORT TEAM: ASKING FOR SUPPORT

When you contact people for support, use your inventory sheet to record conversations and pledges. Write down what you promised and your plan to follow-up. Use the Donor Support Records when you received their check (follow directions on the sheet). InterVarsity will email you several income statements to confirm what you should already know.

Asking Individuals

Ideally, try to meet face-to-face when asking individuals for support. It's the most rewarding way to raise support and get people excited about your summer mission.

Consider taking the following steps:

- 1) Call or e-mail him/her to make an appointment. Let him/her know up front why you wish to get together and for how long (at least 30 minutes). Depending how busy the individual is, give several days or weeks advance notice.
- 2) Be early to your meeting. Relax and enjoy this time that God has given you to share.
- 3) Although small talk is ok, be sure to allow for enough time to talk about your Urban Program and to invite him/her into partnership. Be sure to specify what you want.
- 4) Ask if he/she has any questions.
- 5) Ask how you can pray for the individual, and end your time together in prayer.

After your meeting, thank the individual for the meeting via email, social media or a thank-you card. In your message, confirm again what he/she committed to (e.g., "Thanks for committing to pray for me weekly and pledging \$100."). Try to do this immediately after your meeting, so you won't forget! Also, if appropriate, write down the amount pledged on your inventory sheet.

Asking Your Small Group

If your church or campus small group is not already missions- and urban ministry-minded, this is a great opportunity for you to share what you are learning about urban ministry and missions. By sharing your excitement and eagerness for God's work in the city, you can stir up their own curiosity and interest. Ask your fellow small group members to join you in your Urban Program preparations:

- As you read the newspaper or news online, share articles about urban justice issues with them (could be about the education system, or health care, or racial issues). Read articles from the local paper of the city where you'll be spending your summer.
- Ask your small group to pray for the director of your Urban Program, for the people you will meet in the city, and for your team. Can they hold you accountable to pray?
- As you find out about what you'll be doing on your Urban Program, share with the small group. What role can each member in the group play in your summer ministry? Ask them to pray with you about your city even before you go.
- Ask your small group if they have friends (on campus or at their home churches) who might be interested to hear more about your Urban Program.
- Ask them to pray for you during your fundraising process and during the Urban Program. Share with them regular testimonies about how God is providing for you.
- Ask them if they would consider supporting you financially. Ask your small group leader if you can give a short presentation one week and ask support from the members. In some settings, it may be more motivating for people to support you financially as a corporate small group effort.

Asking Your Campus Fellowship

If you are in a fellowship that meets as a large group, consider sharing about your Urban Program at the large group meeting. Again, this is a great opportunity for you to stir up other people's curiosity and interest in urban missions. The first step you may want to take is to discuss your ideas with your staff and ask for your staff's help in mobilizing your fellowship. Here are some ideas to consider:

- Ask your small group to prepare 5-minute presentations on different urban justice issues and lead the large group in prayer. Try sharing about 5 different issues in 5 consecutive large group meetings.
- Ask previous Urban Program students to share their experiences and why they got involved.
- Present a profile of the city you will be serving at.
- Ask your staff to dedicate a large group talk on God's love for the poor.
- Get together with other students in your fellowship who are going on summer missions, and do a presentation to the large group together. At the end, pass out a pledge sheet (see sample in [Appendix 3](#)).

Asking Non-Christian Friends

If you have many friends who are not believers, you may want to consider asking for their support as well. However, it is not ideal for you to rely solely on this group of people for support because in most cases, they will not be able to offer prayer support. Nonetheless, inviting their financial support could offer an opportunity for you to share more about your faith and more about God's love for the poor. Here are some suggestions:

- Think about your non-Christian friends and their values. Which values do they have that are also true of your Urban Program? For example, if your friends care about justice issues, you can frame your summer in those issues.
- Invite your non-believing friends to help you in your preparations, such as learning more about city-specific justice issues.
- Don't send your non-Christian friends the same letters or e-mails that you send to your Christian supporters. Instead, tailor the letter to your non-Christian audience. Don't hide the fact that you are a believer and that InterVarsity is a Christian organization, but be sensitive to your audience.

Asking Your Church

The first step in asking a church for support is to speak with a missions committee member or the pastor. If you don't know them personally, have a friend in the church who does know them introduce you. It is also extremely helpful to know the history of the church – how much they typically support summer missionaries, what do they usually require from missionaries, etc. – BEFORE inviting the church to support you. This will prevent you from asking for too much or asking for too little. Do your homework!

When you meet with the pastor or missions committee member, be prepared to answer questions and be prepared to *ask questions*. What are their policies regarding fundraising? What would be most effective in growing a support team within the church? Allow the pastor or the missions committee member to guide your next steps. Keep them in the loop on your progress, and ask them their opinions about the following ideas, which may or may not work in your church:

- Ask your pastor if you can give a presentation about God's heart for the poor and your participation in your Urban Program during or after a church service.
- Ask your Sunday School class to do similar things that you're asking your small group on campus to do.
- Do a presentation about your Urban Program to all the Sunday School classes. Pass around a prayer sign-up sheet (see [Appendix 4](#)).
- Schedule a special Saturday brunch at church, where you could invite church members who are interested in urban missions.
- Ask if the church can designate a special "optional" offering one Sunday for people who want to designate their offering toward supporting your Urban Program.
- Ask if it's acceptable for you to distribute your prayer letters at church or to send an email to the church directory about your Urban Program.
- Schedule a meeting with a missions committee member or the full missions committee (depends on the church situation as to which one is better). Be prepared! It makes a big difference when you talk to a *missions committee* to show them your budget and say:

"My total summer expenses will be \$1,650. Between what I, my parents, and my school IVCF chapter can give, I have commitments of \$800. My church at school gives \$200 to all students who go on summer missions. That leaves \$600 which I hope to raise through this church and

through other friends and family."

Compare that presentation to the more typical: *"God has called me to urban missions this summer. It will cost around \$1,650. Would you support me?"*

DEVELOPING A SUPPORT TEAM: ASKING ADVOCATES TO HELP

Don't have enough Christian contacts? Consider contacting people who may be motivated to help you fundraise with their Christian contacts. This might include alumni that you know or long-time members of your church, who have many relationships within your church. Be sure that those who you are inviting to be advocates have already committed to support you in prayer or financially!

HOW CAN THEY HELP? They can give you email addresses of potential supporters, introduce you in a face-to-face meeting with missions-minded people, connect you to a pastor/missions committee head, arrange a speaking engagement for you, host a fundraising party, write a letter or email a recommendation to other alumni that you don't know, etc. Here's how to ask for help:

1. Helping By Expanding Your Network:

"Hi Sylvia!...I'm actually spending some time this week on my fundraising for my Urban Program this summer, and I wanted to ask you for some help. So I thought I'd see if you might know of people who may be interested in hearing about my summer mission ...I remember you mentioning that you know other alumni who were really committed to missions while in college. Do you have their email addresses? Do you think that I could contact them? Another idea I had was maybe connecting with some of the adult Sunday school classes at your church, and maybe sharing one Sunday. Do you think that would be a good idea?"

2. Helping By Hosting a Fundraising Party:

"Hi Sylvia!...I'm actually spending some time this week on my fundraising for my Urban Program this summer, and I wanted to ask you for some help. I'm going to be back in town during my spring break, and I was wondering if you might be able to help me meet some people at your church who might be interested in my summer mission. Would you be able to host a get-together? I was thinking of maybe a dessert, and I would be glad to take care of any expenses... What dates would work best for you? Who would you want to invite from your church?... Great! Let's plan then tentatively for (date), and I'll email you in the coming weeks to confirm and go over more details."

3. Helping By Bridging You to His/Her Church:

"Hi Sylvia!...I was wondering if your church supports summer missionaries. I remember that you were very involved with your church, and I wondered if you had any suggestions as to how I could approach your church about support. Would the first step be just meeting with the pastor or someone else?... Thanks so much for looking into this for me."

God may also use advocates to encourage you spiritually as you prepare for your Urban Program. Remember that this is a learning experience, so allow the Lord to minister to you through them. Finally, be sure to thank your advocates and update your advocates on your progress.

TOOLS FOR ASKING

Utilizing Letters to Ask

Writing letters is a key tool in asking for support. Letters keep your friends informed of your acceptance and involvement in the Urban Program. Design your letter to inform others of God's work in your life, to share about why you're going on an Urban Program, and to persuade them to become involved with you in it. (See samples in [Appendix 5](#)).

General Suggestions for Writing Letters

- Write a simple, clear, straightforward letter. Focus on one main idea.
- Underline key words or sentences.
- Keep sentences short.
- Write as naturally as you talk. Don't philosophize about missiological or spiritual concepts which are not in the average person's daily vocabulary.
- ASK for some type of action in every letter you write. If you want recipients to pray, ASK for prayer. If you want recipients to give financially, ASK for financial support. Asking is the most overlooked step in writing these letters!
- Have someone else proofread and give suggestions.
- Be sure the letter prints out neatly. Copy it on high-quality white paper or a light pastel color (ivory, bright yellow). Avoid dark colors (red, grey, etc.) because they're too hard to read!

Letter Content

First, introduce yourself and include a recent photo. State your acceptance on the Urban Program and give a short program description. Summarize how God has led you there and why you're going.

It helps to share your need in terms of XX people giving \$YY amount. Then share a total dollar figure (e.g. 10 people giving \$100 each, plus 12 people giving \$50 each will help me meet my goal of \$1,600). People respond practically to small amounts such as \$100, \$50 or \$25. A figure of \$1,600 is too large for most individuals to consider and too large to practically act upon. In contrast, churches are more interested in the total amount and will respond in terms of \$250 or \$500 per gift (may vary significantly depending on your church's budget).

Be sure to give a realistic date by which you would like a response. Include a self-addressed, stamped envelope on which they can indicate their response ("Yes, I'll pray for you" or "Yes, I'll give \$50") and mail it (along with their check) back to you.

Donors will get tax-deductible receipts, so they should make out their checks to InterVarsity with your name and program on the memo line, and send them to YOU. You will then mail all checks to the national office.

Follow-up

Within three days of receiving a response, send a thank-you. In this way, individuals know you are interested in them. If you don't hear back from people you had expected, follow-up with an email inquiring about the letter you sent them. Did they receive it and have time to look it over?

Utilizing Email and Social Media to Ask

Because you may only have a short time to get in touch with potential supporters, email or social media may be a tremendous tool to utilize for communication. In addition to writing letters, send out emails or Facebook notes or messages. Here are some suggestions for utilizing email and social media effectively:

- *Use Email and Social Media to Update Your Supporters.* Try to send a generic message to all your supporters immediately before you leave the Program, once during the Program (if permitted by your Director), and immediately after you return. When sending the mass email, try to hide the address list (use "bcc").
- *Use Email and Social Media to Follow-Up Your Presentations.* Send an email or a message to follow up with individuals from your presentations to large groups of people (i.e. churches). Often, they may remember your presentation, but just forgot to send in a financial gift.
- *Use Email and Social Media to Set Up Face-to-Face appointments.* Email or message small groups of prospective supporters together to set-up a group meal or a group presentation. Be up front in your message about the purpose of the meeting. If you're going to ask for financial support, say so.
- *Use Email and Social Media to Get the Word Out.* Personalize a short email or Facebook message to the individual, and then attach or copy and paste your detailed prayer letter (a PDF is preferable). Save deeper level conversations for face-to-face meetings, phone calls, or future emails or messages. (See example below.)
- *Email Needs to be Organized.* Keep your address list updated. Copy yourself on all fundraising-related messages. Create an email folder titled "Fundraising" to hold messages from supporters and your own messages.
- *Email and Social Media communication should be efficient for the reader.* Keep messages short. Personal messages should fit on one screen. Mass emails or messages should be at most, one printed page. (See samples in [Appendix 6.](#))

Utilizing the Phone to Ask

The phone call may be the most challenging tool in asking for support. Utilize the phone primarily to set-up individual appointments. The good news is that if someone agrees to meet with you personally, the chance of him/her making a pledge is high. Here are some suggestions when making the calls:

- Call your best prospects first (those who may give significantly). Avoid the temptation to only call those you feel comfortable talking to on the phone.
- Monday-Wednesday evenings tend to be the best time to call working adults (non-students). Don't call a home after 9:30 pm (remember your time zones)!
- Try to call at least 2 weeks before you want to meet. The prospect may have a busy schedule, or it may take several days to even get in touch with the person.
- After the small talk (2 minutes max), ask directly for an appointment. Immediately suggest two times during the coming weeks when you could meet, noting you'd be happy to come whenever it's convenient.
- Be clear that the purpose of the *phone call* is to set up a time to meet. In addition, be clear that the purpose of the *meeting* is to talk about your Urban Program and to ask for their support.

For potential supporters who live outside your geographic area, utilize the phone to ask them for support only AFTER having sent them information via snail mail, email or social media. This will allow the potential supporter to feel more comfortable speaking on the phone. When beginning the phone conversation, first ask the potential supporter if it's a convenient time to talk and state the purpose of your phone call.

Utilizing Advocates to Ask for You

Although it's usually ideal for you to invite others into partnership, sometimes it may NOT be appropriate for you to ask. Instead, ask your advocate to ask people that they know on your behalf (see "Asking Advocates to Help" section). It makes sense to do this especially when the advocate may have a much better relationship with the potential donor, when the advocate is living in a much closer proximity to the potential donor, or when the advocate is especially trusted due to his/her position (pastor, respected elder, etc.). Some general guidelines for utilizing advocates:

- Be sure that the advocate is first supporting you before he/she asks others to!
- Be sure to communicate your program clearly, so that he/she fully understands what you will be doing and what your needs are. You don't want any incorrect information communicated!
- Consider giving your advocate extra prayer letters or reply envelopes to pass out to his/her contacts. Your picture on your prayer letter will be helpful in this case.
- Keep your advocate updated and thank him/her when their contact sends in support.

APPENDIX 1: Sample Inventory Sheet

<u>Family Member</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Amt Pledged (\$)</u>	<u>Received (y/n)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

<u>Friend</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Amt Pledged (\$)</u>	<u>Received (y/n)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

<u>Family Friend's</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Amt Pledged (\$)</u>	<u>Received (y/n)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

10.

APPENDIX 2: Sample Presentation Outline

1. *[Express your appreciation.]* Thank you for the opportunity for me to share with you this evening.
2. *[Share about Urban Programs.]* I've been accepted on the Urban Program in [name of city]. Global Programs are summer programs where college students work with local urban ministries, churches and the urban poor and others in through over 50 programs in more than 25 cities. Since the mid 1970's they have been engaging students in issues of ethnic identity, reconciliation, justice and poverty. Urban Programs are a ministry of InterVarsity Christian Fellowship. [Share about InterVarsity if necessary].
3. *[Share specifically what you will be doing. Contact your Director for more information.]* My Urban Program in X city will specifically involve serving in a children's summer program and serving in an under-resourced neighborhood, etc. [depending on your particular UP]. It also involves an orientation and debriefing program which helps me serve in cross-cultural and cross-class situations by teaching me how (a) understand the Biblical basis for urban missions, (b) build trust with others, and (c) face differences.
4. *[Share why you're going. Personalize this.]* More than half the world's population lives in cities, and over 80% of urban dwellers are poor. The majority of those who are poor in our world's cities know little to nothing of the good news about the Kingdom that Jesus came to inaugurate. Through my Urban Program, God will help me (a) share the gospel with those who have not had the opportunity to hear, (b) love the urban poor by serving them with my skills, (c) evaluate urban missions as a career, (d) find out more about what God is doing in the city, (e) share what I experience to impact my chapter and my church, so that we all might become involved in missions and service.
5. *[Share your itinerary.]* I will be leaving for the program X date. After orientation we will begin at our work sites. Debrief begins on Y date, and I return home on Z date.
6. *[Share your needs and invite them into partnership.]* I'm excited about this opportunity, but in order to go, I will need many prayer partners and will need to raise \$X dollars of financial support. Will you consider partnering with me in this ministry by giving \$X to \$Y [give a specific range of dollars] and by committing to pray for me?
7. *[End with prayer requests and another thank you.]*

Other Presentation Suggestions:

- Tailor your talk to the audience. How much they are currently informed or involved in missions will determine how in-depth or how much information you give them. If you're speaking to just one person or a small group, interrupt your presentation by asking if they have any questions.
- Dress appropriately. Casual attire may be fine for an IVCF meeting, but it won't win the hearing of a church audience or an alumni working in the marketplace.

- Know your TIME limit. If you want to allow brief time for discussion or questions, stop five or ten minutes early and make time.
- Pray before your presentation and thank God for the PRIVILEGE of being a bridge between your supporters and God’s Kingdom work around the world. Remember, raising support involves the Body of Christ in Kingdom-building!

APPENDIX 3: Sample Large Group Handout

InterVarsity LARGE GROUP
SUMMER MISSIONS OFFERING

Helpful Giving Hints:

- Give 1/10 of your potential summer earnings or one week’s summer wages
- Give the amount you would make working one week on campus in May
- Give so that it’s risky and you’re depending on God for resources

Be Praying For:

- *InterVarsity Urban Program* in _____ (*\$ list amount*): [List names of participants]

Amount You’ve Given/Pledged*: \$_____

** Keep top portion as a reminder. Return bottom portion along with the check to the summer missionary or a staff. The missionaries would appreciate all money in by May 1st, but ASAP is better (saves team anxiety about finances). If you absolutely need to wait until the summer to give, please talk to the person you’re supporting.*

My Name: _____ Phone: _____
Email: _____

- I want to financially support _____ (name) and his/her participation on this Urban Program. I am giving/pledging the amount of \$_____. Send me prayer letters.
- I want to financially support the team/missionary with the greatest need. I am giving/pledging the amount of \$_____. Send me prayer letters.
- I am unable to give financially, but would like to support in prayer. I would like to be a prayer partner for _____ (name). Send me prayer letters.

APPENDIX 4: Church/Large Group Sample Sign-Up Sheet

Interested in Joining My Summer Urban Program Prayer Support Team?

Please sign below if you can commit to praying for my summer mission in _____. I will send you prayer letters and e-mail updates. Feel free to suggest other people that who might be interested! Thanks!

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>	<u>Interest in Financial Support?</u>
-------------	----------------	--------------	---------------	---------------------------------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

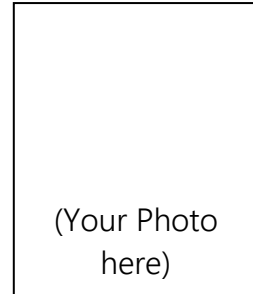
11.

APPENDIX 5: Sample Letters and Response Card

APPENDIX 5a: Sample Letter A

[Today's Date]

Dear _____,



I am writing to let you know how God has decided to use me this summer. But first let me share a bit of background. Last summer, I attended InterVarsity Christian Fellowship's Chapter Camp in Colorado with our chapter's leaders. While we were there, God confronted us with the idea of missionary service this summer. One by one, God led us through our prayers, and on January 15, I applied to InterVarsity's Urban Program in Chicago. A month later, I was accepted to go on the Program.

What is this Program? The Urban Program is InterVarsity Christian Fellowship's way of giving college students first-hand experience living in a different context and serving the urban poor. We will have a time of orientation in Chicago, and the next five weeks in Chicago will be devoted to partnering with local inner-city churches and building relationships with the children in the community.

And what do I expect to gain? First, I will be (and already have been) learning more about God's Kingdom and his love for the urban poor. Second, I will learn what it is like to live in a different context and relate to people with a different perspective in life. I also hope that you will learn more about urban ministry as you are involved in it through my experiences.

How can you get involved? First, pray for me. I feel this is the most important aspect of learning from my experience. God can change things by His will as you and I pray. You can also help by giving financially to the Urban Programs in my name. I am responsible for raising \$1,600 through gifts from friends, family and churches before I go. Would you consider giving \$25, \$50, or \$100 towards this ministry? Please give and pray toward my goal, as God leads you.

I will be calling you to answer any questions you may have in the next few weeks. Thank you for your consideration.

Sincerely,

[Your name and address]

P.S. Please use the envelope enclosed to send financial gifts to me. I will then send the gift to InterVarsity's national office. All checks should be made out to "InterVarsity" in order to be tax-deductible.

APPENDIX 5b: Sample Letter B

[Today's Date]

Dear _____,

I hope this letter finds you enjoying a busy and fun-filled winter!

I am very excited to share with you the opportunity God has given me for this coming summer. I am going to work in Chicago with the Chicago Urban Program (CUP) this June. This is a summer urban missions program in Chicago sponsored by InterVarsity Christian Fellowship, an inter-denominational ministry among college students. The basic purpose of CUP is to show students like me God's love for the poor and the oppressed in the cities of our world. Through working among people from different contexts, I hope to discover his call for me in his kingdom.

After spending the past few years at Northwestern, I have become convinced that God wants me to look into urban missions. More than half the world's population lives in cities, and over 80% of urban dwellers are poor. The majority of those who are poor in our world's cities know little to nothing of the good news about the Kingdom that Jesus came to inaugurate.

While the mission of CUP is exciting and I am personally ready to go, I cannot leave until my financial support is raised. I need to raise \$1650 by May 30th. This covers training, room and board. All financial gifts will be tax-deductible.

Perhaps you feel that you could contribute to my mission. I ask that you consider giving whatever you can depending on your own budget and the Lord's leading. If 10 people give \$100 each, and 10 people giving \$50 each, and 5 people give \$25 each I will meet my goal of \$1,650. I'll be calling you to answer any questions you may have.

If you do choose to support me now, simply send the enclosed envelope with your gift back to me. All checks should be made out to InterVarsity. I will then send the checks to InterVarsity Christian Fellowship. If possible, please reply before April 30th, when my support level will be reviewed.

Thank you very much for your time and consideration. May God bless you richly.

Sincerely,

[Your name and address]

APPENDIX 5c: Sample Letter C

"Praise be to the Lord, the God of Israel, from everlasting to everlasting. Amen and Amen." Psalm 41:13

Our God is truly amazing! Throughout the past 4 years of college, God has provided many opportunities for me to serve him through InterVarsity Christian Fellowship. At the InterVarsity Urbana 2009 Missions Conference, I made a commitment to respond to God's call to serve Him and the urban poor by participating in a summer Urban Program.



God has opened the door for me to fulfill this commitment. On June 15th, I along with twenty other students from around the U.S. will join together in Chicago to begin our summer program, the Chicago Urban Program (CUP).

CUP is an urban missions program. I will live with a team of other students in the Austin neighborhood of Chicago, a primarily African American neighborhood. I will be working with kids in their summer enrichment day camp, Camp Usoni, with Circle Urban Ministries (www.circleurban.org). In addition to living and working in my neighborhood, I'll engage in the issues of poverty, oppression, immigration, racial reconciliation and be transformed as I learn to be a loving member of the body of Christ. I cannot even begin to express my excitement!

I would like to invite you to be a partner in this summer program in Chicago. I urge you to pray for the program by asking the Lord to reveal His love through the lives of each team member. As for my trip expenses, please pray that God would provide for all of my program costs. I need to raise \$1,650 to cover expenses such as food, room and board. Please consider partnering with me by contributing through finances or prayer (please complete the bottom portion).

With the love of Christ,
[Your name here]

=====

Name _____ Email _____

Address _____ City _____ State ____ Zip _____

I want to partner by Giving a gift of \$25, \$50, \$100, or more. I have enclosed my tax-deductible gift payable to InterVarsity
 Committing to pray for you weekly this summer. Please send me prayer requests.

*Please tear off and complete this bottom portion, and mail it before May 15st to:

[Your name and address here]

APPENDIX 5d: Sample Response Card

[Insert name of your Urban Program]

___ Yes, I would like to contribute to [your name] support and understand that my deadline is [date of deadline]

___ I am sending \$ _____. (Enclosed)

___ I will be sending \$ _____ before [deadline].

___ I cannot support you financially.

___ I will be praying for you. Please send me a letter during the summer!

Name [Name of supporter] _____ Email _____

Address _____ City _____ State ____ Zip _____

APPENDIX 6: Sample Email Messages

Subject: Summer Missions!

Jill,

How's your year going? What are you up to this summer? Some amazing things have been happening this year in my life, and I want to share them with you. God's been leading me, along with some friends in my InterVarsity chapter, to serve in [insert name of city here]. I've attached a letter that describes more in detail what I'll be doing this summer. Would you mind reading through this letter and praying about joining my support team?

Blessings, Maria

SUBJECT: Only 3 Days to Departure

[hint: use bcc when sending out prayer letters to multiple recipients]

Dear Prayer Partners,

I can't believe there's only 3 days until I leave for [insert city here]! The past few weeks have been full of preparations – from team meetings, to finishing up with finals, to packing up from school and moving my stuff back home. At the same time, it's been an encouraging time, as I've received many messages that you've sent me and seen God's faithfulness in His provisions for me. Thanks again for your prayers and support!

At this time, please pray specifically for these 3 things:

1. Etc Etc Etc
2. Etc Etc Etc
3. Etc Etc Etc

Because of restricted use of the internet at [name of your program], I won't be able to be in touch much during the program. I'll definitely contact you when I return!

Peace,
Shawn

SUBJECT: Meeting up next Tuesday?

Matthew, Mark, Luke, and John,

I know it's been a while since we've all gotten together for a meal. Are any of you free next Tuesday for dinner at my place? Please reply ASAP.

As you know, I'm going to [name of city] this summer on an InterVarsity Urban Program. When we get together, I want to let you guys know more about the ministry and see if you're interested in joining my support team. I'd also love to hear how church is going for you all!

Peace,
Greg

SUBJECT: Pledge Follow-up

Danita,

Thanks again for your pledge to support my InterVarsity Urban Program this summer. I couldn't find a record of your gift yet, and I wondered if you had all the details needed to send in your gift? Let me know if there's anything else you need from me or if circumstances have changed your pledge. Thanks!

Take care,
Catrina