

## Global Partnerships Manual

Below are directions to make your fundraising letter, along with several examples of fundraising letters that you can copy and edit for your own trip. A good estimate is to send 30 letters to start, including to your church missions committee.

### FUNDRAISING LETTER TEMPLATE

#### Salutation:

- Friendly, simple and broad (e.g. “Dearest Friends and Family”)

#### Introduction:

- Hook: The first few lines should grab the reader’s attention and encourage them to keep reading the letter. This could take the form of:
  - Rhetorical questions.
  - Statements of fact (make sure you check your facts!)
  - If you have prior experience, a personal story about your last trip that impacted (see “Personal Stories” below)
  - A combination of all the above

#### Body:

This is where Global Partnerships, the trip itself, and financial needs are explained.

##### *Section 1. Describe the Global Partnerships trip.*

- Where? Where exactly will this trip take place? (city, rural, etc.)
- When? When are the dates of travel, and is there any one particular event that supporters should be made aware of?
- Who? Who is the team working with?
- What? What are the projects, programs or organizations the team will be working on or with?
- Why? What is the purpose of this trip? Why are *you* going?

##### *Section 2. Cost and Funding of the trip.*

- The “How?” all students and advisors are expected to raise their own support.
- Include the cost of the trip, and even the date all the money needs to be raised by.
- It is encouraged to ask for both prayer *and* financial support, and to explicitly state that no one can participate in these trips without both prayer *and* financial support.

#### Closing:

- Invite the reader to participate and partner in this ministry.
- Invite the reader to contact you with any further comments or questions.
- Include the custom link to your Managed Missions public profile and the general donation link. <https://connect.northpark.edu/giveumin>

**Items to Note:**

- Photos and graphics can and should be used, but not excessively; between one and three photos or graphics.
- Letters that contain photos should be printed in **COLOR**.
- Letters should not be more than a page in length, and either 11- or 12-point font.
- Personal Stories are much more memorable and convincing than facts and statistics.
- The point is to inform *and* raise money. It can be difficult to solicit funds from friends and family. Be bold and be encouraged!
- Pray. Pray for personal and team finances. You and your team cannot go without either.

**INFO ABOUT MAKING A CONTRIBUTION**

North Park students are responsible to pay for the trip or fundraise the estimated trip cost for a participant. The cost per participant varies from \$300 to \$3,000 depending on the location, the length of the trip and the nature of the partnership and collaboration. For all of the Partnership Trips, the costs include transportation, food, housing and supplies. Most students would not be able to afford to participate in these trips were it not for generous contributions made to the Global Partnerships program by family, friends and others who believe in the vision.

**For convenience, we provide two ways to contribute:**

1. Make an online donation.
  - Please note: Only Visa and Mastercard accepted.
  - When entering your Donation Information, please be sure to select the appropriate Global Partnership Trip you are interested in supporting.
  - When entering Payment Information, please use the **comments box to indicate the name of the student** who you are donating to.
  - Make your donation at <https://connect.northpark.edu/giveumin>
2. Mail in your donation (**provide a pre-addressed envelope within your larger envelope**).

North Park University is a 501(c)(3) charitable organization. Donations to University Ministries Global Partnerships Program are not restricted to any specific trip or participant, and North Park University reserves the right to allocate these funds to any Global Partnerships Program.

Email/Shorter Message Template

Dear **INSERT NAME**

This spring I will be traveling to **COUNTRY** and participating in a medical brigade of 25 students. We will partner again with an organization called Global Brigades, which focuses on long-term health goals and sustainable development in rural Honduras communities.

Each year, this organization mobilizes thousands of university students around the world to participate in programs that help improve the quality of life of people in under-resourced communities. On my upcoming trip, I will be working with medical doctors, ophthalmologists, and dentists who I will learn from as they treat hundreds of patients. Additionally, I will take part in a public health project to construct public bathrooms with concrete floors and running water for use by the community.

I would like to ask you to join me by supporting the work that I will be doing in Honduras, which will help make this trip possible. You may support my trip by contributing on the secure online site that has been setup by North Park University called ManagedMissions:

**INSERT LINK**

If you choose to donate, please put my name in the comment section. In addition, you will be emailed automatically and mailed a tax-deductible receipt. Thank you so much for your consideration!

Gratefully,

**INSERT NAME**

Longer Letter or Email template

**DATE**

Dear friends and family,

I want to let you know about an opportunity I have to be involved in a medical outreach experience. I will be participating with North Park University on a service trip to Honduras to provide free health services. As a **YEAR** studying **MAJOR**, this opportunity will allow me to help others and further develop my own skills in health services.

This March, I will travel to Honduras with a group of 30 students from North Park as we partner with an organization called Global Dental and Public Health Brigades. This organization is part of the world's largest student-led health and sustainable development organization called Global Brigades. Each year, Global Brigades mobilizes thousands of university students around the world to participate in 9 different skills-based programs to improve the quality of life in under-resourced communities.

On my upcoming trip, I will be working with doctors as they provide services such as dental examinations, general medical care, and the provision of needed medicine. On the public health side, I will also be helping to construct public bathrooms with concrete floors and running water for use by community members. The past few years, North Park University has joined in partnership with Global Brigades, running dental and public health brigades, treating patients in rural, underserved communities that otherwise would have no access to medical care. Yet, this is still barely scratching the surface of the needs of the people living in those areas.

I'd like to ask you to join me by supporting the work that I will be doing in Honduras. The cost of the trip is \$2,500, which includes travel and in country expenses. Your financial support will help to make this trip possible and make a tremendous difference to the people living in the rural communities of Honduras. You may support my trip by mailing a check in the enclosed envelope or contributing on the secure online site setup by North Park University called ManagedMissions:

**INSERT LINK**. After you donate, you will automatically be emailed or mailed a tax receipt. Checks should be made out to North Park University with my name noted on the envelope, but not on the check.

Please let me know if you have any questions about my trip. I sincerely appreciate your support and partnering with me as I travel to Honduras to provide needed health services to under-resourced communities!

With appreciation,

**NAME**



Dear friends and family,

Ever since I visited Israel in 2006, I ask myself: In regard to conflict in the

Middle East, what is the right approach to being involved in the Israel/Palestine situation? What is the right way of doing advocacy for those that have been mistreated? So often people choose one side of the aisle or the other, either pro-Israeli OR pro-Palestinian, but is it possible to be both?

In March, I am going on a Global Partnerships trip to Bethlehem to attend a conference called *Christ at the Checkpoint* along with a dozen students from North Park University. As Christians, we are called to be peacemakers, so in the birthplace of Jesus, we will learn how to pro-Palestinian AND pro-Israeli AND pro-Peace. We will spend most of our time **listening** to stories of suffering from both Israelis and Palestinians, **learning** about peacemaking strategies and **praying** at checkpoints.

Global Partnership trips are transformative opportunities for students to commit to a lifestyle of justice and compassion, but they are not cheap. It costs \$2000 per student to travel to Israel and attend the *Christ at the Checkpoint* conference.



If you want to empower students to become peacemakers I encourage you to donate! It's easy; just go to <https://connect.northpark.edu/giveumin> to make a tax-deductible donation or fill out the form that came with this letter and send it back to North Park University. Global Partnerships trips are not possible without help from people like you. Thank you so much for your support

Sincerely,

**INSERT NAME**

**Dear Friends and Family,**

I am writing to tell you about an awesome opportunity I have this summer. At my school, North Park University, there is a group of students who go to Unalakleet, Alaska to serve with the Covenant Youth



of Alaska. We will be going for two weeks to serve on the camp staff of Covenant Bible Camp outside of Unalakleet, which is a small village on the Bering Sea.

At the camp, we will fill whatever roles are needed. The campers we'll be serving are primarily Native Alaskans coming from small villages in Western Alaska with difficult home situations. Many of these communities have very high rates of alcohol, sexual and drug abuse and suicide. For more information, check out [www.covenantbiblecamp.com](http://www.covenantbiblecamp.com).

One of the main reasons I'm sending you this letter is because we are in need of so much prayer! Specifically it would be awesome if you would be willing to pray for these things:



1. Safe travel to and from Alaska.
2. Safety for our group and staff.
3. That Christ would be at the center of every relationship formed in our time in Alaska.
4. For campers to receive the support needed to make it to camp.

Because this trip is a volunteer mission experience, I am also in need of financial support! The trip is going to cost \$1,600. If you would be able to contribute anything to this, it would be hugely appreciated. Here are some ways you can donate

To donate with a credit card: go online to <https://connect.northpark.edu/giveumin>

1. . Make sure under the designation tab you select "Summer Break – ALASKA." Also, in the comment box, please enter my name.
2. Send cash or check written out to North Park University with the provided pre-addressed envelope.

Thank you so much in advance for any prayer or finances you can give. If you have any questions, please let me know!

**INSERT NAME**

Dear Family and Friends,

I have just begun my last year of college at North Park University! This will be a year of many changes. I am hoping to graduate this May with a Bachelor's degree in Politics and Government and a Bachelor's degree in Art. I am so eager to see where God is leading me and how He will use me this coming year.

As many of you know, I was blessed to participate in a trip to India last Spring Break through North Park University. This year God has blessed me with the opportunity to leader on the same trip! I am so excited to be able to lead a group of back to India in hopes that it will leave a lasting impact on their lives as it did for me. This trip enabled me to see what God was doing in another country and how we can be a small part of the Kingdom while working there.

I would not have been able to go on this last year if it was not for the financial support and prayers of my friends and family. Last year I was able to meet my goal of \$2,700 and I am hoping to do the same this year. Since I am leading the trip this year, 10% of the cost will be



paid for! This year, I only need to raise around \$2,500 and I will be paid off! I am so excited to be in a leadership position and cannot wait to see how God is going to work in me through this trip.

The trip will be this March over Spring Break. Once again we will be traveling the New Delhi and working with TruthSeekers, participating in foot washing rallies. The goal of washing the feet of his lower caste group is to model Jesus' love for them in hopes that they will begin to feel equal and a part of the kingdom of God. If you would like more information about TruthSeekers, they have a great video and more information on their website at [www.truthseekersinternational.org](http://www.truthseekersinternational.org)

If you would like to support me financially, I have included an envelope that you can send back to the university. If you would like to donate online, you can go to North Park University's University Ministries website <https://connect.northpark.edu/giveumin> and give

that way, with my name in the Notes section.

I will also need much support through prayers. This is the first time that I am in a leadership position and I a bit nervous. Some other specifics to be in prayer about are travel, culture shock for the group, and bring what we have learned in India back to the United States. Thank you again for all of you support; I cannot even tell you how much it means to me.

**INSERT NAME**