

Financial Information

As a team member you are expected to raise 100% of your financial support. Below are financial procedures and guidelines.

PAYING FOR YOUR TRIP:

Once your Mission Trip Application has been approved and you have officially registered online, please submit a \$100 non-refundable and non-transferable deposit. This deposit will go towards your trip and will reserve your spot. On our webpage, go to: gofamilychurch.org, then to “Global Missions” located under the heading “Get Involved,” and click “Manage Trip Payments” in order to make your deposit. This is also where you will make future payments for your trip.

Online payments are preferred, but if you pay by check, make the check payable to Family Church and include the word “Mission” and the name of the country on the memo line, i.e. “Mission Panama.” Please send to the Missions Office (Downtown Campus, 2nd floor) or mail to Family Church (attention: Missions Office), 1101 South Flagler Drive, West Palm Beach, Florida 33401.

PAYMENT SCHEDULE:

Funds must be received by the due dates established for your trip.

- Pay deposit once your application has been approved.
- **60 days prior to departure, 50% of your trip cost is due.**
No airline ticket will be purchased until this amount has been received.
- 40 days prior to departure, 75% of your trip cost is due.
- 20 days prior to departure, 100% of your trip cost is due.

RAISING SUPPORT:

If you are raising support, you may send support letters once your application has been approved. The Missions Office has established these guidelines for support letters:

- Send letters requesting support to those you know personally. **No letters are to be sent to Family Church members, unless they are your biological family.**
- You may tell your small group that you are going on a short-term trip and ask them to pray for you and your financial support. Ask permission from your group leader as to a convenient time to share about your trip. Please do not visit other small groups.

SUPPORT LETTERS:

Those who give to support your mission trip give because **they believe in you and your story**. The goal of sending support letters is for others to partner with you in what God has called you to do, not to simply raise funds. They are investing in you and your mission.

Any gifts given in support of Family Church Mission Trips are given with the understanding that the disbursement of the gifts lies completely at the discretion of the Family Church Missions Office. **All gifts are for the support of the Family Church Mission Trip, not for individual team members**, and gifts are tax-deductible, non-refundable and non-transferable. Any overage will go towards other participants on this trip or for future trips, and will not be refunded.

Please have someone review your letter for grammar, spelling, and punctuation.

Support Letters are to include:

1. Your personal calling to this trip
2. The information about your trip found on either the Family Church website or in the Family Church Mission Brochure
3. The following paragraph verbatim:

“All financial gifts are tax-deductible when submitted as follows: Checks must be made payable to Family Church. **Please DO NOT put my name on the check per IRS regulations.** Write the word “Missions” and the country name on the memo line, i.e. “Mission Panama” and return your check with the enclosed Partnership Response Card in the envelope provided. You can also give online at www.gofamilychurch.org. Click “Give,” click “Go to Secure Online Giving,” on the top of the tool bar click “Missions Giving,” then follow instructions. The Mission Fund corresponds to the mission trip. Note: Any gifts given with the name of the trip participant indicated in the “optional description area” will not be tax-deductible. All funds received assist the entire team project.”

4. A Partnership Response Card and a return-addressed stamped envelope

Partnership Response Cards and return envelopes are available in the Family Church Missions Office.