

Name: _____ Fund: 4.400.120

(Guatemala)

As God enables, I (we) would like to partner with [name] by:

- 🍏 Providing a one-time gift \$ _____
- 🍏 Intercessory prayer for their work.

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____

The River handles all financial gifts and provides tax-deductible receipts accordingly. Please make checks payable to The River and include this slip with your gift. Please do *not* write the Fund number or missionary/project name on your check. Thank you.

The River, 517 Walbridge St., Kalamazoo, MI, 49007, (269) 345-1150

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MISSION SUPPORT POLICIES

Reimbursement Policy

To qualify for an expenditure reimbursement, a team member must have extra dollars in their account once all financial obligations for the mission trip have been met. All reimbursement requests must be submitted to The River finance department *no later than one month* after the return of the trip. All original receipts must be included.

For an expenditure to qualify for reimbursement, it must be purchased specifically for the trip, that a person would otherwise have not, or be required, to purchase. Therefore, articles such as clothes, camera, cosmetics, toiletries, and eye care are not reimbursable because these items are either non-essential or would be used were the person to remain at home.

Note: Non-reimbursable items include, but are not limited to: doctor visit for physical, camera, toiletries, clothes, eye care (contacts, etc.), food, passport, postage, fund raising events.

Ask yourself the question: Will it be used up or left there? If the answer is “yes” it qualifies for reimbursement.

Excess Contributions

If you raise more money than is required for your airfare, ground fees, and reimbursable expenses you have 3 options. Excess contributions can be:

1. Transferred to other team members of the same trip who are struggling financially.
2. Held over for *one year* to be used for your participation on another mission trip with The River.
3. Transferred to another team member on a mission trip with The River that is leaving *one year or less* from the return date of your mission trip.

Excess funds will be transferred to the mission fund at The River *one year after the return of your mission trip* in the event that notification is not given to the finance department at The River.

Cancellation

Contributions raised for mission trips with The River are non-refundable. If a participant cancels a trip the guidelines in regard to finances are as follows:

1. Support can be transferred to another member of the same mission team.
2. Support can be held over *for one year only* to be used by the original team member toward a mission trip with The River. If a team member does not join a trip the following year, all support will then be transferred to mission fund at The River.

Mission Fundraising Step-by-Step

God is already providing you the resources necessary for your trip. If you do not have the means readily available, God may desire that you use the need as an opportunity to allow others to participate through prayer and giving, and to grow your own faith and dependence on Him in the process. Here are some suggestions to help you get started:

STEP 1	PRAY. Express your total dependence on the Lord. Enlist others to pray with you.
STEP 2	BEGIN WITH ASKING YOUR FRIENDS AND FAMILY. This is a wonderful opportunity to begin a spiritual conversation with those closest to you. People give to people they know and care about.
STEP 3	MAKE A LIST OF OTHER PROSPECTS. Include church friends, relatives, neighbors, schoolmates, club and civic contacts, and your Christmas card list. How about your doctor, lawyer, or dentist? Do not leave people off your list because you think they will not or cannot support you. God may have other plans. Please remember that it is okay to ask your church friends on an individual basis, but funding may not be solicited through broadcast emails or through general announcements in Small Group classes or other church meetings.
STEP 4	WRITE YOUR LETTERS. Your letter should contain a personal greeting from you and then an overview of the trip, your needs, and what your desire is for God to do through you. Describe where you will be going, what you will be doing, how they can pray for you, and specific financial needs along with deadlines. Try to keep the letter to one page in length and be sure to proof your work. Remember to include a self addressed stamped envelope for the person to submit payment. Important Note Regarding Contributions: If the donor, be it you or someone contributing to your trip, would like to receive tax credit, they must submit a check made payable to The River Church <i>without anything written in the memo line or anywhere else on the check.</i> A “River Mission Slip” (addendum) must be included for the contribution to be credited to your account. All contributions are non-refundable, regardless of whether the individual must cancel his or her participation in the trip.

STEP 5	KEEP TRACK. As you receive gifts, have a simple way to keep track.
STEP 6	<p>FUNDING AT THE RIVER:</p> <p>By Mail. Checks can be mailed (payable to The River) to the church at 517 Walbridge St, Kalamazoo, MI 49007. In order for us to know which participant to record the payment for, the donor or you must <i>include</i> a “River Mission Slip” stating the participant’s name. If tax credit is desired, the memo line <i>must be blank</i> .</p> <p>In Person. You may also bring your checks to The River office during our regular business hours of 9:00 – 3:00 Tuesday through Thursday.</p> <p>Online. Please contact Susan Lotz, Financial Administrator, at slotz@theriver.info if you would like to set up an online account for donations.</p> <p>Sometimes situations arise late in the preparation stages that prevent a person from attending the trip they planned on being a part of. We are disappointed when this occurs, but we know that God has a plan even when we don’t see or understand it. It is The River’s policy that all contributions given are for the overall purpose of furthering our Missions efforts and are therefore non-refundable, regardless of whether or not the member that raised them attends the trip.</p>
STEP 7	SAY THANK YOU TO THOSE WHO SUPPORTED YOU. Write a personal thank you note when you receive the check <i>and</i> then again after you return from your trip with your results and experiences.