



**hopemissions**  
[www.hopemissiontrips.com](http://www.hopemissiontrips.com)

# **2013 International Missions Manual**

# HOPE MISSIONS INTERNATIONAL MANUAL

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# USE OF MANUAL

This manual has been designed to answer questions regarding conduct, culture, and policies for the national mission trips of HOPE. It will walk you through the mission trip process beginning with an overview of Hope Missions and explain the steps necessary to participate in one of our national mission trips. As you read through the manual you will notice several key headings that will help answer questions concerning the trips. However, in the event that you still have an outstanding question, please feel free to contact the Hope Mission Director, Shawn Doss, through the information listed below.

**Hope Mission Director:** **Shawn Doss**

**Mailing Address:** **Hope Mission Trips**  
**P.O. Box 555**  
**Jasper, AL 35502**

**E-Mail Address:** [shawnddoss@yahoo.com](mailto:shawnddoss@yahoo.com)

**Phone Number:** **256.620.1788**

As the trip proceeds, you will receive regular updates. All trip Group Leaders asked to provide an e-mail address as soon as possible. In the event that any trip details should change, all Group Leaders will be notified as soon as possible. Hope Missions is committed to helping you have a wonderful mission experience. You can help us do that by doing the following:

**PRAY** – Pray for Hope Missions as we plan your upcoming trip. Pray for the communities we will be working in. Pray for God to begin to open the hearts of individuals to hear and respond to the Gospel. Pray for your group (safety, spiritual health, etc.) as they prepare for the trip. Pray that God receives ALL of the honor and glory that He deserves through this mission project.

**PREPARE** – Preparing yourself and your group is critical to having a successful missions experience. This manual will give you tons of resources and ideas to help you in the preparation process. However, these resources are only valuable if they are put into practice. Do not neglect physical and spiritual preparation.

**PROMOTE** – Promoting your trip is very important. Your trip needs to be promoted to your church and specific group that is attending. Hope Missions has resources available (PowerPoint, Videos, Printed Materials, etc.) to help you promote your trip. Hope Missions is also available to come to your church to help prepare your group. Call the Hope Missions Office today for more details.

It is our prayer that God would be glorified throughout the entire mission trip process (preparation before the trip, ministry during trip, & sharing after returning) and that His name would be made known throughout our nation. God Bless you as you begin this journey.

# ABOUT HOPE MISSIONS

Hope Mission Trips is committed to bringing Hope to the Hopeless through the Gospel of Jesus Christ. Hope Missions uses Ministry and Construction Projects as a platform to accomplish this important task. Each trip is a complete pre-packaged mission experience at an affordable price. National trips include: Programming, Meals, Lodging, Mission Supplies, Worship, T-Shirt, and Water Bottle.

Hope Mission Trips are perfect for churches who lack staff or “know-how” to coordinate a mission trip. The Hope Missions staff handles all of the details for each trip and personally leads every trip. Whether you are looking for a local, national, or international mission opportunity – Hope Missions is available to assist you with all of the details. Interested in hosting a mission project in your own community? Contact the Hope Missions Office today to discuss possibilities.

## ABOUT THE DIRECTOR

Shawn Doss is the Founder and Director of Hope Mission Trips. He has become a "Missions Pastor" for churches who need help coordinating local, national, and international mission projects. Shawn has had extensive experience coordinating mission trips. Since 2003, he has coordinated over 30 mission projects throughout the U.S. (Louisiana, Maryland, Alabama, Arkansas, Arizona, and Florida) and 16 international mission projects to Nicaragua, Dominican Republic, Ghana, Costa Rica, and Haiti. Shawn has equipped and mobilized over 4,500 short-term missionaries, representing 80+ churches in 14 states and England. He is passionate about helping churches and individuals fulfill their God-given responsibility to reach the world with the Gospel of Jesus Christ.

Shawn is a licensed and ordained Southern Baptist Minister. Prior to founding Hope Missions, he served on staff at SBC churches in Student Ministry for over 15 years. Shawn has been married to Patty for 19 years. They have two children - Jessica and Joshua. Shawn and his family currently live in Jasper, AL.

# WHY USE HOPE MISSIONS?

There are many Missions Organizations that offer pre-packaged trips. So, why use Hope Missions for your next Mission Trip? There are several things that set Hope Missions apart from similar organizations:

**AFFORDABLE** - Hope Missions offers week-long, pre-packaged mission trips at a very affordable price. This allows churches of all sizes to participate in a mission trip.

**PROJECT DIVERSITY** - Many mission organizations only offer construction options for participants. Hope Missions offers Ministry and Construction Projects.

**GOSPEL FOCUSED** - The primary goal on all Hope Mission Trips is the proclamation of the Gospel. Hope Missions asks participating churches to conduct a pre-project Evangelism Study. At the trips, participants are encouraged to share the Gospel on their job sites.

**NO MINIMUMS** - There is no minimum number of participants on National or International trips.

**EXPERIENCED LEADERSHIP** – All projects are personally led by the Hope Missions staff. Director, Shawn Doss, has had many years experience in leading mission teams on National and International trips.

Stay Connected to Hope Missions!



[www.facebook.com/hopemissiontrips](http://www.facebook.com/hopemissiontrips)



[www.twitter.com/shawndoss](http://www.twitter.com/shawndoss)



[www.youtube.com/hopemissiontrips](http://www.youtube.com/hopemissiontrips)

Group or Participant Name: \_\_\_\_\_ Best Contact Phone #: \_\_\_\_\_

Trip Location: \_\_\_\_\_ Date of Application Return: \_\_\_\_\_ (HOPE office use only)

## HOPE MISSIONS

International Mission Trip Application

**It's important that we have basic information before enrolling you or your team on a Hope Missions Trip. If you are an Individual, please submit the following application for yourself. If you are representing a Group (Group Leader), please submit the following application for your Team. Deposits are due with this Application. All applications are subject to review and approval. Applications and deposits should be mailed to:**

**HOPE MISSIONS – P.O. BOX 555 – JASPER, AL 35502.**

### Contact Information

Group Leader or Individual Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail \_\_\_\_\_

Parent/Guardian E-mail (if participant is a minor) \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In case of emergency, please notify \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

### Spiritual Information

Are you a Christian?  Yes  No

Please attach (on a separate sheet of paper) a brief explanation of your personal testimony.

Are you a member of a church?  Yes  No

If yes, what is the name of your church? \_\_\_\_\_

Initiative evangelism is making the effort to approach others and share the gospel message with them.

Would you be able to do initiative evangelism?  Yes  No

Are you willing to actively take the initiative to share your faith before, after and during this trip?  Yes  No

## Gifts & Experience

Please list all previous mission trip experiences, including what state/country, organization and date:

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Please rank the following skills according to your personal experience and ability where applicable. *Note: not all areas will apply to every Hope mission trip.*

1 – Average

2 – Better than Average

3 - Professional

Construction

Medical

Musical

Miscellaneous

\_\_\_ Carpentry

\_\_\_ Physician

\_\_\_ Vocals

\_\_\_ Photography

\_\_\_ Masonry

\_\_\_ Nursing

\_\_\_ Guitar

\_\_\_ Videography

\_\_\_ Electrical

\_\_\_ Dental

\_\_\_ Piano

\_\_\_ Journaling

\_\_\_ Painting

\_\_\_ Therapy

\_\_\_ Vocals

\_\_\_ Puppetry

\_\_\_ Roofing

\_\_\_ EMT

\_\_\_ Other(s): \_\_\_\_\_

\_\_\_ Rec. & Games

\_\_\_ Plumbing

\_\_\_ OBGYN

\_\_\_ Other(s): \_\_\_\_\_

Please list any other skills, talents, spiritual gifts or ministry experiences that you feel may benefit our team while on the mission field: \_\_\_\_\_

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Do you speak any foreign languages?  Yes  No

If so, please list them along with level of fluency: \_\_\_\_\_

## Expectations

Are you willing to submit yourself to the leadership on the mission trip, especially in the areas of decision-making and ministry team placement?  Yes  No

How would you respond to one of your leaders if you disagreed with them?

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Are you willing to take time before the trip begins to write and practice your testimony and other Gospel presentations as required by your trip directors?  Yes  No

## Participant Signature Page

***By signing this statement you are certifying that the following statements are true. Failure to turn in entire application packet along with your deposit, or failure to comply with above statements may result in a denial of trip participation.***

Please initial next to each statement:

\_\_\_\_\_ I have read a copy of the mission manual.

\_\_\_\_\_ I agree to abide by the policies and procedures set forth in the manual.

\_\_\_\_\_ I am submitting a **non-refundable** deposit along with the application.

\_\_\_\_\_ I will make the required payments at the appointed deadlines.

\_\_\_\_\_ I will submit a copy of my passport, along with liability and application forms.

\_\_\_\_\_ I will abide by all trip requirements and policies set forth by Hope Missions.

\_\_\_\_\_ I will submit to the leadership and authority of my church leaders, Hope Mission Director and leaders and missionary hosts.

\_\_\_\_\_ I will conduct myself in a manner worthy of the Lord while serving as a part of this mission team, and refrain from any behavior that could compromise my witness (i.e. offensive language, drug use etc)

Print Participant Name \_\_\_\_\_ Country \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Required if participant is a minor)*

**Thank you for filling out this application.  
We look forward partnering with you in sharing Christ's love with others.**

**To God be the Glory now and forever!  
Shawn Doss, Hope Missions Director**

# The Importance of Biblical Evangelism

The Primary purpose of all Hope Mission Trips is Biblical Evangelism. Missions void of Evangelism is nothing more than Humanitarian Relief work. Therefore, we must share the Gospel with those we serve. Hope Missions is not focused on the number of “decisions” we can attain during a week. Rather, we are passionate about participants knowing and sharing the Gospel in a Biblical way. We trust in the Holy Spirit to save people. Our job is merely to proclaim the Good News. Hope Missions provides participants with Gospel Tracts to distribute throughout the project week. Go to [www.knowthegospel.org](http://www.knowthegospel.org) for tracts, books, and other Gospel Resources. See the next page for an example of our Gospel Tracts.

**THE GOSPEL**

Now we know that whatever the law says, it says to those who are unrighteous, and all the world may become guilty before God. Therefore by justified in His sight, for by the law is the knowledge of sin. But now the law is revealed, being introduced by the Law and the Prophets... even till in Jesus Christ, to all and on all who believe. For there is no offence; the glory of God... being justified freely by His grace through the redemption God set forth as a propitiation by His blood, through faith, to demonstrate His righteousness, that He might be just and the justifier of the one who

<p><b>The CHARACTER of God</b> (Romans 3:21-22, 26)</p> <p><b>God is CREATOR</b> In the beginning God created the heavens and the earth. (Genesis 1:1)</p> <p><b>God is JUST</b></p> <p><b>God is RIGHTEOUS</b> you shall be perfect, just as your Father in heaven is perfect. (Matthew 5:48)</p> <p><b>God is GRACIOUS</b> For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, (Ephesians 2:8)</p>	<p><b>The CONDITION of Man</b> (Romans 3:19-20, 23)</p> <p><b>Man has REBELLED Against God</b></p> <p><b>Man is Under the WRATH of God</b> For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men, who suppress the truth in unrighteousness. (Romans 1:18)</p> <p><b>Man is SEPARATED From God</b></p> <p><b>Man is HOPELESS Without God</b> How can a just God FORGIVE rebellious sinners who deserve His WRATH? (Proverbs 17:15)</p>
<p><b>The RESPONSE of Man</b> (Romans 3:22, 26; Mark 1:15)</p> <p>testifying to Jews, and also to Greeks, repentance toward God and faith toward our Lord Jesus Christ. (Acts 20:21)</p> <p><b>Biblical REPENTANCE</b> (2 Corinthians 7:9-11a)</p> <p><b>Biblical FAITH</b> (Romans 4:5)</p> <p>Your Eternal Destiny hinges on a BIBLICAL RESPONSE to the Gospel.</p>	<p><b>The REDEMPTION of Christ</b> (Romans 3:24-26; 1 Timothy 2:3-6a)</p> <p><b>Jesus' LIFE Satisfied the Law of God</b> Jesus Is Fully GOD (John 1:14) Jesus Is Fully MAN (Hebrews 4:15)</p> <p><b>Jesus' DEATH Satisfied the Wrath of God</b> (2 Corinthians 5:21; Hebrews 9:22b)</p> <p><b>Jesus' RESURRECTION Reconciled Man with God</b> (Romans 5:6-10)</p>

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## The Necessity of Pre-Project Evangelism Training

Hope Missions requires that ALL participants prepare themselves for the Ultimate Goal of the trip – Evangelism. To do this, we ask groups to use the Basic Training Course from Living Waters Publications. The Basic Training Course is an 8-week DVD course that equips participants to share the Gospel using the Law. Based on the award-winning TV series, “The Way of the Master,” the Basic Training Course is an excellent tool to train believers to simply and confidently share the Gospel using the Ten Commandments. This course is hosted by Ray Comfort and Kirk Cameron. It can be purchased from [www.livingwaters.com](http://www.livingwaters.com) and many local Christian Bookstores. Learn more about WOTM at [www.wayofthemaster.com](http://www.wayofthemaster.com). If your group has already studied through this course, consider doing a refresher course or going through the Intermediate Course. There are also a number of different books, tracts, and resources that are available at Living Waters that will help your group prepare for your trip.

# THE GOSPEL



<sup>19</sup> Now we know that whatever the law says, it says to those who are un-  
 stopped, and all the world may become guilty before God. <sup>20</sup> Therefore by  
 justified in His sight, for by the law is the knowledge of sin. <sup>21</sup> But now the  
 law is revealed, being witnessed by the Law and the Prophets, <sup>22</sup> even th  
 in Jesus Christ, to all and on all who believe. For there is no difference;  
 the glory of God, <sup>24</sup> being justified freely by His grace through the redem  
 God set forth as a propitiation by His blood, through faith, to demonst  
 forbearance God had passed over the sins that were previously commit  
 time His righteousness, that He might be just and the justifier of the one who

## The **CHARACTER** of God

(Romans 3:21-22, 26)

### God is **CREATOR**

In the beginning God created the heavens and the earth. (Genesis 1:1)

### God is **JUST**

### God is **RIGHTEOUS**

you shall be perfect, just as your Father in heaven is perfect. (Matthew 5:48)

### God is **GRACIOUS**

For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, (Ephesians 2:8)

## The **RESPONSE** of Man

(Romans 3:22, 26; Mark 1:15)

testifying to Jews, and also to Greeks, **repentance** toward God and **faith** toward our Lord Jesus Christ. (Acts 20:21)

### Biblical **REPENTANCE**

(2 Corinthians 7:9-11a)

### Biblical **FAITH**

(Romans 4:5)

Your Eternal Destiny hinges on a **BIBLICAL RESPONSE** to the Gospel.

## The **CONDITION** of Man

(Romans 3:19-20, 23)

### Man has **REBELLED** Against God

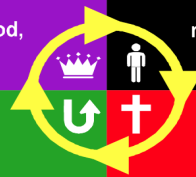
### Man is Under the **WRATH** of God

For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men, who suppress the truth in unrighteousness, (Romans 1:18)

### Man is **SEPARATED** From God

### Man is **HOPELESS** Without God

How can a just God **FORGIVE** rebellious sinners who deserve His **WRATH**? (Proverbs 17:15)



## The **REDEMPTION** of Christ

(Romans 3:24-26; 1 Timothy 2:3-6a)

### Jesus' **LIFE** Satisfied the Law of God

Jesus Is Fully **GOD** (John 1:14)

Jesus Is Fully **MAN** (Hebrews 4:15)

### Jesus' **DEATH** Satisfied the Wrath of God

(2 Corinthians 5:21; Hebrews 9:22b)

Jesus' **RESURRECTION** Reconciled Man with God (Romans 5:8-10)

# FUNDRAISING TIPS

Finances are one of the biggest challenges for individuals and groups wanting to participate in short-term mission trips. This is especially true for International trips. So, how can you make funding your next short-term mission trip less stressful? Below are some tips that will hopefully help you do just that.

**TIP #1: Start Early** - The earlier you begin the better. If you know this summer that you want to go on a mission trip next summer, then start saving now. A \$1,695 international mission trip seems like an unreachable goal. However, if you break it up over a year, it's only \$141.25 per month (less than \$5 per day). If you pack a lunch instead of eating out each day, you will pay for your trip with no problem.

**TIP #2: Diversify Your Funding** - People become overwhelmed when they think about coming up with a large amount of money for a mission trip. Try diversifying your funding to make it more manageable. For years I have been telling potential participants to do the 1/3, 1/3, 1/3 plan. Plan on paying for 1/3 of your trips cost out of pocket. This gives you a sense of ownership and accountability. You will take more serious something you are personally invested in. Plan on raising 1/3 of your trip cost through fundraising. This will give you a more manageable amount to focus your fundraising efforts. Finally, plan on raising 1/3 of your trip cost by sending out personal letters to family and friends who will commit to pray for (and hopefully financially partner with) you for your trip. The key to a good letter is to be concise, yet adequately explain the reason for your trip, the goals of your trip, and the importance of their involvement in your trip both prayerfully and financially. Most people who receive your letters will make a minimum donation (\$10-\$25), but some will give much more. If you work hard, you will find that your out of pocket cost will be less than the 1/3 you planned for.

**TIP #3: Diversify Your Fundraising Audience** - Audience diversity is an important aspect to fundraising. You don't want to keep asking the same people to help you fund your trip. Your church family may be incredibly supportive of your upcoming trip. However, you do not want to take advantage of their generosity by focusing all of your fundraising efforts on them (i.e. - after church meals, love offerings, etc.). You need to look for fundraising opportunities that target a variety of different people (coworkers, family, the general public, etc.)

**TIP #4 – Maximize Your Fundraising Potential** – When I began fundraising for short-term mission trips, I had no clue how to fundraise efficiently. I spent many long Saturdays washing cars for very little money. I learned that my time was better spent doing fewer fundraisers with higher profits. These types of fundraisers can sometimes come with risks. However, they typically pay off far more than you may anticipate. Below are some examples of successful fundraisers:

1. **Boston Butt Sale** – Cook them yourself or buy them from a local restaurant. Cost is \$8-\$15 each. Profit is \$10-\$17 each.
2. **Bed Sheet Sale** – The Sanders Collection ([www.sanderscollection.com/fundraising.php](http://www.sanderscollection.com/fundraising.php)) offers 1200 Thread Count sheets for \$17 per set. You sell them for \$40 per set. Contact them for a free sample and order form.
3. **Mega Yard Sale** – Get all your friends and family involved in a huge yard sale. It's 100% profit.
4. **T-Shirt Fundraiser** – Go to [www.gotees.org](http://www.gotees.org) for information on a t-shirt fundraiser.

The key to a successful fundraising event is planning. The more you prepare, the more successful the event.

# FINANCIAL SUPPORT POLICIES

The following policies shall be followed for all HOPE mission trips.

1. All financial deadlines must be met as set out before the trip in HOPE missions guidelines. Participants are ultimately responsible for raising funds for the trip. Participants not reaching their financial support goal may not be allowed to participate in the trip. All money that has been turned in to HOPE Missions is non-refundable and will go towards ministry expenses, even if a participant must back out of the trip. Please contact Hope Missions if you need to make special arrangements to meet financial deadlines.
2. In the event of a medical emergency incurred by the participant, any costs not covered by the travel insurance purchased for the trip will be the responsibility of that participant and/or their own personal insurance.
3. While fundraising opportunities are suggested by HOPE Missions, the majority of the funds will come from support letters written by participants. Participants are encouraged to participate in fundraising which provides others with an opportunity to partner in the ministry.
4. All funds raised by individuals should be turned in to their church, and not directly to HOPE Missions. The church can then write one check to HOPE Missions at each financial deadline for all participants.
5. At the conclusion of the trip, all participants are asked to send out thank you letters to every financial and prayer supporter of their trip. This is also a chance to share what God did during the mission trip.

*Shawn Doss is the Founder & Director of Hope Missions. Since 2003, he has equipped and mobilized over 3,000 short-term missionaries. Prior to Hope Missions, Shawn served on staff in local churches for over 15 years in Student Ministry. During this time, Shawn raised over \$40,000 for missions and short-term missionaries.*

# Suggestions for Writing Support Letters

Donor cards and return envelopes should be included with each fundraising appeal. Ask donors not to put the participant's name in the memo section of the check. **Tip:** *All participants should fill in mission trip country and full name on the donor cards before sending them out to supporters. Include a donor card and envelope with every support letter!*

## **Open Your Letter with a Summary of Upcoming Trip**

Date your letter	Explain the purpose of your trip.
Personalize your greeting	Tell who invited you.
Identify yourself	Explain why you chose to participate.
Educate about the trip	List a couple of personal goals.
Tell reader of planned activities.	

## **Trip Letter Beginning Example:**

An unbelievable opportunity has come up for me to take part in an international project sponsored by HOPE Missions. I will be going to Ghana with a group of fifteen people to share with men, women and children about a personal relationship with Jesus Christ. We will be working with Seed Ministry in Tamale, Ghana (Africa) to help support and encourage their village Bible clubs. Every day, we will travel to a village where we will offer a Bible Club for all the local children. In many villages, we will see up to two hundred children come to visit with us. While the children's Bible club is going on, we will also be having a men's and women's conference for the adults. During this trip, we will also have a chance to go into some of the local schools and share the Gospel in every single classroom! The great thing about this ministry is that they have local Bible clubs in many of the villages in Tamale, Ghana. They are able to continue to disciple and follow up with any of the people who desire to make a profession of faith in Jesus Christ. Personally, I am so excited to have the chance to share Christ with another nation. I have always wanted a chance to go to Africa and share the Gospel, and I feel so blessed to have this opportunity coming up this summer...

## **Continue Your Letter by Asking for Specific Action Based on Your Need**

- 1) Ask for prayer support. Include specific ways that they can pray for you personally, for the mission team, and for your ministry you will have in your country.
- 2) Include a summary of trip costs (airfare, lodging, food, translators, transportation, ministry needs).
- 3) Include the following paragraph exactly as written filling in the blanks where needed:  
I am also in need of your financial support. Each team member is asked to help cover travel, room/board and team expenses. My goal is to raise \$\_\_\_\_\_ by \_\_\_\_\_. If God leads you to be part of the ministry in this way, make your check payable to [Insert Name of Home Church] and mail it and the completed donor card in the enclosed envelope. Checks made payable to [Insert Name of Home Church] are tax deductible for those who itemize their tax returns. Checks made payable to individuals are not considered charitable contributions. Also, please do not put my name in the memo section of the check.\*\*\*
- 4) Thank your reader for considering their partnership and commitment to the mission team!
- 5) Close the letter and personally sign it. Add a P.S. Handwrite it. Add a personal note, or a promise to call or visit on a certain day (and then make sure you do that)!
- 6) Include your phone number or email for any questions or comments (if you feel comfortable).

*\*\*\*Please confirm with your Pastor or Mission Director that you are allowed and able to raise money through your church for this trip. Have your Pastor or Church Trip Leader approve your letter before sending it out.*

## Upon Your Return – Send Thank You Letter to Donors

Upon returning from your trip, send a one-page follow up letter explaining your trip and how God worked in your life and the lives of others. Possibly, use a scripture verse that was important to you on your trip. If possible, add a few pictures to your letter so people can see what you were doing. Thank your partners again for their prayer and financial support.

## Brainstorming Ideas for Support Letters

Name storming is an essential way of rounding up support. Think about including:

relatives	friends	friends of family	grocery store personnel
accountant	salespeople	secretaries	farmers
architect	Mary Kay rep	florist	Christmas list
mail carrier	banker	mechanic	co-workers
doctor	lawyer	dentist	eye doctor
chiropractor	nurses	beautician	prayer groups
civic club members	community leaders	barber	Bible studies
neighbors	police officers	printers	veterinarian
plumbers	servicemen	tax preparer	engineers
coaches	insurance salespeople	realtors	fitness club members

Concerned that people will not understand why they should give money to the mission project or even that they will feel like giving at all? Here are some reasons why people give money:

- People will give to your short-term mission trip because they will be informed. Think about ... why am I going? How will the money be used? How can others become involved? How do you expect to grow spiritually through this trip?
- People will give because they believe their gift will change lives. Help them understand their gift will help the unsaved hear the gospel and that God's work and will shall be done.
- People will give if you make them feel as much a part of the trip as you who are going. It is important to communicate with them before, during and after the trip, as well as communicate your dependence on their prayers and support.
- People will give when they sense you are completely committed to and enthusiastic about this trip.
- Remember, above all else, focus on God, not on your need, claiming the promises of Ephesians 3:20-21.

### **Keep these tips in mind when you begin your fundraising!**

- Be committed to prayer.
- Understand the scriptural basis for fundraising. (Philippians 4:14-19, I Chronicles 28 & 29, II Corinthians 8:1-15, I Corinthians 8 & 9, Luke 6:38, Matthew 6:19-21 Ask the following questions—how did God use other people's resources to accomplish His will? How was God glorified through other people's giving? As a Christian worker, is it appropriate to receive support?)

**YOUR CHURCH NAME**

**COUNTRY** \_\_\_\_\_

**PARTICIPANT NAME** \_\_\_\_\_

I want to be a part of your ministry. I will help in the following ways:

- ] Pray
- ] Provide a gift/investment of \$ \_\_\_\_\_
- ] Give names of others who might help (use back of sheet)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please return this card in the enclosed envelope. Please make checks payable to **YOUR CHURCH NAME HERE**. Thank you for your partnership. By contributing to this short-term mission trip, donors acknowledge that **your church name here** has the authority to apply contributions to another, mission-related purpose as needed.

**YOUR CHURCH NAME**

**COUNTRY** \_\_\_\_\_

**PARTICIPANT NAME** \_\_\_\_\_

I want to be a part of your ministry. I will help in the following ways:

- ] Pray
- ] Provide a gift/investment of \$ \_\_\_\_\_
- ] Give names of others who might help (use back of sheet)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please return this card in the enclosed envelope. Please make checks payable to **YOUR CHURCH NAME HERE**. Thank you for your partnership. By contributing to this short-term mission trip, donors acknowledge that **your church name here** has the authority to apply contributions to another, mission-related purpose as needed.

**YOUR CHURCH NAME**

**COUNTRY** \_\_\_\_\_

**PARTICIPANT NAME** \_\_\_\_\_

I want to be a part of your ministry. I will help in the following ways:

- ] Pray
- ] Provide a gift/investment of \$ \_\_\_\_\_
- ] Give names of others who might help (use back of sheet)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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# Obtaining a Passport & Visa

In order to join one of our international mission trip teams, participants must obtain a passport, Additionally, some countries will require a visa to enter. For the latest information on obtaining a passport and/or visa, please visit [www.travel.state.gov](http://www.travel.state.gov). This will give you the official government information, and should always be used as the most up to date information.

## **HOW DO I OBTAIN MY PASSPORT?**

**Step #1:** Call the Post Office and set up a time for Passport Application Appointment

**Step #2:** Print off a passport application from [www.travel.state.gov](http://www.travel.state.gov) (Click on "Passports" at the bottom)

**Step #3:** Fill Out the Passport Application

**Step #4:** Take Passport Photos

-You will need **2photos** for your passport

-Passport Photos can be taken at local pharmacies (CVS, Walgreens, etc.) or at some professional studios.

**Step #5:** Obtain Birth Certificate

**Step #5:** Bring (1) completed application, (2) two photos, (3) birth certificate, (4) Drivers License or other valid photo ID, and (5) checkbook or cash to Post Office.

**Please remember that most passport applications take four to six weeks to process. You should begin applying for a passport immediately after you have decided to join an international HOPE mission trip. In some cases, expedited service may be required. Please see specific trip information for passport deadlines.**

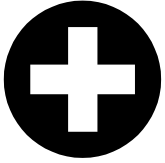
## **HOW DO I OBTAIN MY VISA?**

The process of obtaining a Visa varies from country to country. Some countries will require a visa to be obtained before entering the country, whereas other countries allow you to purchase your tourist visa at the airport when you arrive. Further information will be given at the beginning of specific trip planning.

## **WHAT ELSE SHOULD I KNOW ABOUT PASSPORTS?**

For travel to most countries, your passport must be valid for up to **six months** after the date of your return. Please check your current passport to make sure your expiration date is at least six months past your return date of the trip. If it is not, you will need to renew your passport before traveling on an international HOPE mission trip.

When you receive your passport, you should immediately sign the inside (in designated spot) and make at least one copy. Store the actual passport in a secure spot in your home, and keep one copy of the passport in a separate spot for important paperwork. This way if something does happen to your passport, you have a copy ready. If your team leader requires, be ready to turn in a copy of your passport to him/her.



# Immunizations & Medication



It is the responsibility of each participant to ensure that they have received the immunizations and medication necessary for the upcoming trip. HOPE Missions does not require any proof of immunization or medication for a participant to travel, with the exception of those traveling to Ghana, who must document proof of receiving the yellow fever vaccination. All participants are encouraged to review their personal immunization history, and consult with their doctor regarding needed immunizations or medications for travel. Please visit the US Center for Disease Control (CDC) website for the most up to date information on immunizations and vaccinations recommended for each international trip at [www.cdc.gov](http://www.cdc.gov). This manual, as well as the CDC website, are simply recommendations for you as you prepare to travel internationally. **All medical decision should be made by you and your doctor, based on your specific medical history and conditions.**

Before scheduling an appointment for your vaccinations and immunizations, please call ahead and check with your doctor to make sure they will be able to give you all of the necessary medications. Sometimes family doctors are unable to access medicines needed for international travel. You may want to consider visiting a Travel Clinic, where doctors can advise you with specific instructions concerning the individual country you will be visiting. For information on finding a Travel Clinic near you, visit <http://wwwnc.cdc.gov/travel/page/find-clinic.htm>

Vaccinations are not included in the price of the trip. Contact your family doctor, and/or your local Travel Clinic at for an appointment at least two months prior to departure (or as soon as possible). Recommended vaccinations may change depending on the conditions at the time of the trip. This information will be checked on a regular basis and any updates will be forwarded to participants. Participants are asked to inform the trip director of any special medical problems that you might have. Information is kept confidential between the team leadership. Participants on medication should make sure that the drugs they are taking do not have any adverse effects with great exposure to sunlight.

HOPE Missions strongly encourages each participant to bring prescription medication for diarrhea. Please talk with your family doctor about what to bring with you on the trip.

## **SPECIAL NOTES FOR GHANA:**

- *Yellow Fever Vaccinations are only given at approved government sites. Before making appointments to receive your shots, please call ahead and verify that your doctor will have all the necessary shots that you will need. **You MUST have proof of this vaccination to enter Ghana.***
- *Malaria medication is strongly encouraged for all travel to Ghana. The missionaries in Ghana recommend that short-term mission teams do not receive Lariam, but instead choose Doxycycline, Malarone or another medicine approved by your doctor. Lariam has been associated with a high instance of nightmares and night terrors. However, as always, please take the medical advice of your doctor when discussing your personal medication needs. Malaria medicine for any other countries should be discussed with your doctor.*

# Safety Travel Tips

In order to insure the safety of all participants going on the trip, the following tips are offered:

- Do not wear clothing with USA or American logos
- Do not wear jewelry
- Avoid carrying a purse (girls)
- Keep wallets in secure locations; no loose back pockets (guys)
- Do not stare at strangers
- Do not wander away from main group
- Always carry a copy of your passport
- Girls should keep safe distance from males
- Girls should travel in groups with guys on the team
- Carry your flashlight for night travel
- Always bring your hand sanitizer with you wherever you go
- #Avoid any stray animals
- Avoid areas with broken glass or metal
- Always remain with your traveling group
- Do not go to the restroom without a partner
- When purchasing items, do not flash your money
- Keep money in more than one place
- Always bring your water bottle with you wherever you go
- Listen carefully to all instructions prior to departure

# Staying Healthy Tips

## Fruits and Vegetables

Contaminated food and drink are common sources for the induction of infection into the body. The traveler should be wary in areas of inadequate sanitation and/or while traveling in underdeveloped countries.

- Avoid salads and raw vegetables\*
- Eat only fresh fruit which you can completely peel yourself\*
- Eat only well cooked foods which are served hot\*
- Avoid “steamed” or lightly cooked foods\*
- Avoid raw meats and seafood
- Do not eat food from street vendors

*\*Unless this is prepared at the missionary compound with safe washing, sanitation and water.*

## Water

- Avoid tap water\*
- Use only canned/bottled carbonated beverages, including carbonated bottled water/soft drinks
- Tea and coffee made with **boiled** water is usually safe
- Wet cans or bottles should be dried before opening
- Surfaces of drink containers which will be in direct contact with the mouth must be wiped clean
- Do not use ice in beverages
- Ice and ice containers should be considered contaminated
- Avoid fruit juices which are diluted in tap water
- Avoid brushing teeth with tap water\*

*\*Unless the missionary compound has a water filtration system.*

**Travelers Diarrhea:** Travelers’ diarrhea is a syndrome characterized by a two-fold or greater increase in the number and looseness of bowel movements. The symptoms include abdominal cramps, nausea, bloating, urgency, fever and malaise. The episodes usually begin abruptly and may occur during travel or soon after returning home. The average duration of this infection is 3-4 days and is usually self-limiting. Contaminated food and water is the most common source of this infection, therefore, it is important to follow food and water precautions.

**Swimming:** Pools that contain chlorinated water are usually considered safe for swimming. Do not swim in freshwater streams, canals or lakes in developing countries. Swimmers should avoid beaches that might be contaminated with human sewage or dog feces.

**Illness:** If travelers become ill after returning home, they should inform their primary care provider of their recent travels. Most diseases will manifest themselves within six weeks after returning from international travel, but some diseases may not cause symptoms for up to 1 year (i.e. Malaria).

**Sunscreen & Insect Repellent:** Travelers should make sure they constantly apply appropriate sunscreen to all areas of exposed skin. Insect repellent should be used often, especially when outdoors at dawn and dusk. The higher percentage of DEET in your insect repellent, the more powerful it will be to repel mosquitos and other insects.

***Source: Health Information for International Travel, 2010, Published by: U.S. Department of Health and Human Services, Public Health Services, Centers for Disease Control***



## Packing For Day's Activity



Each night, the group will gathered together for a time of spiritual edification. Prior to beginning the devotional, the trip director will explain upcoming activities and go through the next day's itinerary. Participants should pay close attention to this information to help them choose the appropriate items to pack for the next day.

In general, participants should ALWAYS pack the following items in their backpack everyday during the mission trip:

- Water Bottle (write your name on your bottle in permanent marker)
- Bible
- Language Dictionary
- Small Snack for Day
- Copy of Passport
- Copy of Travel Insurance Card
- Hand Sanitizer
- Trip Specific Information Manual
- Ministry Supplies
- Gospel Tracts
- Change of Clothes (when needed)
- Camera (optional)

# Life on the Trip

## Spiritual Edification

In addition to the spontaneous Spirit led activities that occur (prayer time, spiritual discussions, singing on the bus, etc.), set times for spiritual growth are established each day.

- Participants will have a personal morning quiet time
- Team will spend time praying in bus prior to every departure
- Participants will end day with a devotional and time of worship and prayer.

## Sleeping Arrangements

Participants will be split into separate areas based upon their sex. Room assignments will be given by the Trip Director if needed.

## Eating & Drinking Policies

Participants must remember that part of the mission trip will include experiencing the culture. All meals will be prepared at the mission house, however some meals may be served with an ethnic style or recipe. As such, participants are asked to do the following:

- Try all Meals (whatever is placed before you, please at least try a little bit)
- Do not throw away food (the workers we are serving often don't eat much and the families we interact with are often giving up their own food for us)
- While it is often difficult to eat in the heat, participants must remember to eat and drink at all times (energy levels must be maintained)
- Unless instructed otherwise, participants are **not** to consume any ice, fresh vegetables or food outside of the mission house.

## Communication

Most of the international mission trips will have limited Internet access. Participants will have an opportunity to call or email upon safe arrival into the country to let family and church know back home. Each trip will plan at least 1-2 times to email or call family throughout the week, however due to third world conditions, no communication opportunities can be guaranteed.