



# Student Mission Trip Fundraising Guidelines & Policy

Raising the money needed to attend a mission trip may feel like a big job, but we're here to help! Here are some fundraising ideas, guidelines, and important information for anyone who will be supporting your trip.

## Support from Family and Friends:

- Plan to prepare and send at least 10 personal fundraising letters to use in asking for financial support from family and friends. Here are a few things to include:
  - Details of the trip – where, dates, purpose, what you will be doing
  - Your goals and hopes for the trip
  - How much money you need to raise
  - Instructions on how to provide support
    - Online:
      - [www.eaglebrookchurch.com/big-city](http://www.eaglebrookchurch.com/big-city)
    - By check:
      - Payable to “Eagle Brook Church” with the student’s name in the memo section
      - Funds may also be given to the student who will turn them over to their Pastor of Student Ministries.
      - Funds may be mailed directly to Eagle Brook Church, 7015 20<sup>th</sup> Avenue, Centerville, MN 55038
  - **Per IRS guidelines, support that is provided to a specific student is not tax-deductible.**
    - Please ensure you are sharing this information in your letter and with anyone who wishes to support your trip.
    - Questions about support payments may be directed to your Pastor of Student Ministries or the Eagle Brook Finance Department at [registrations@eaglebrookchurch.com](mailto:registrations@eaglebrookchurch.com).

## Support from Organizations:

This type of support would include direct donations from a business or a fundraising event.

## Creative Fundraising Ideas:

- 1) Restaurant Events (ex. Chipotle, Pizza Ranch, Culver’s)  
Apply for a fundraising day at a participating restaurant and hand out fliers advertising the event. Depending on the restaurant, students work as greeters, servers, etc. The restaurant cuts Eagle Brook Church a check for a portion of the proceeds brought in on the selected day. There is also an option for advertising the night of the event for extra “tips” or donations.



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- 2) Garage Sales  
Collect donations from people willing to support the trip and sell those items to raise funds. Items may also be sold online through eBay or Craigslist.
- 3) Household Chores  
Help out around your or a family member's house and earn some money! Here are some ideas: cleaning, yard work, shoveling snow, mowing lawns, babysitting, or car washing.
- 4) Bagging groceries  
Apply for a fundraising day at a local grocery store and bag groceries for donations.
- 5) Product Sales  
Research fundraising sites for products to sell from which you receive a percentage of the profits. This can include community discount cards, candy bars, food items, etc.
- 6) Ask local businesses  
Many companies support non-profit fundraising.

## *Guidelines:*

- Remember, you are representing the Student Ministries team and Eagle Brook Church. Use wise judgment and discernment; your actions could affect fundraising for future students and mission trips.
- Be safe! Be wise when you are engaging with people online and when helping at their homes. Go out as a group and always make sure your parents are aware and approve of your activities.
- Fliers and advertising should be tasteful and should clearly state that if a person is engaging in this event, they will be supporting a "High School Student Mission Trip through Eagle Brook Church." This covers that it is a religious organization, but also that it is specific to the mission trip and not for the EBC general fund.
- Do not use Eagle Brook branding unless given permission before doing so.

## *Process:*

- Checks should be made payable to "Eagle Brook Church."
- Eagle Brook Church will provide a giving acknowledgment to the organization.
- Eagle Brook Church has discretion and control of the use of the funds for the mission trip.



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## Deposits and Refunds:

### *Deposits*

- A \$150 deposit is required with each application. The deposit confirms your spot on the trip.
  - This deposit is refundable for any reason up until Feb. 1, 2020.
  - Deposits after this date are only refundable in the case of emergencies.
  - After the cancellation date, the deposit will be applied toward the cost of the trip and be considered part of the funds that were raised.

### *Trip Payments*

- Trip support is not refundable except in cases of emergency.
- If a student cancels due to an emergency, trip support will be refundable to the supporter only upon their request.
- No refunds will be given for support where a charitable donation was recognized.
- Questions about deposits or refunds may be directed to your Pastor of Student Ministries or the Eagle Brook Finance Department at [registrations@eaglebrookchurch.com](mailto:registrations@eaglebrookchurch.com).