

Requesting Support for a World Mission Initiative Trip

Remember: We are inviting people to experience the privilege and joy of giving, and we are connecting them personally with God's work in the world. Many people miss out on cross-cultural mission experiences because they are unsure about requesting financial support for their trip. Use this sample to write a letter with the correct details following this general model: 1) Personal Greeting, 2) Describe the trip; 3) Invite people to participate through prayer and financial contributions to the team expenses; 4) Clearly indicate that gifts designated for WMI trips are charitable contributions and tax-deductible. Payments directed to individuals are not tax-deductible under IRS guidelines.

Dear _____,

After prayer and consideration, I have decided to take part in an intercultural mission trip to _____ this spring. The opportunity is offered through World Mission Initiative at Pittsburgh Theological Seminary. It will be a firsthand experience of life and ministry in _____.

The main objective of our mission team will be to learn from our _____ brothers and sisters, to see life and faith through their eyes, then to come home and share the vision. [Trip details] Our team will leave _____ from Pittsburgh, and return home on _____.

I am writing to invite you to participate in this mission team's ministry. Please consider praying for our team. Pray for the new friends we will make in _____. And pray for us: for health and protection on the trip, for our effectiveness in ministry and ability to learn new things from this experience. Pray that we will find the financial support to make this trip possible. Pray that we will return with stories and a vision to inspire the church in the United States.

Another way that you can participate is to support this cross-cultural experience financially. The total cost of the trip is \$_____, and each of us has committed to raising a portion of those costs. Together we are trusting God to provide the resources for this mission trip. If you feel that you could participate in this way, please follow the instructions below. ***Contributions are made with the understanding that the World Mission Initiative has complete control and administration over the use of the donated funds.***

Thank you very much for considering this request.

Gratefully in Christ,

[Signature]

Instructions for Supporting a World Mission Initiative Trip

1. Write a check payable to **Pittsburgh Theological Seminary**.
2. Write the **trip name** on the memo line.
3. Send your check to WMI at **Pittsburgh Theological Seminary | World Mission Initiative | 616 North Highland Avenue | Pittsburgh, PA 15206**.
4. **IMPORTANT** – The name of the trip participant should not be included anywhere on the check. If the trip participant's name appears on the check, it will not be considered a charitable donation.
5. All gifts will be credited to World Mission Initiative, which has full and unconditional control of its usage. These procedures meet the IRS guidelines for tax-deductible contributions; so Pittsburgh Theological Seminary will send a letter of thanks and tax donation receipt.

Next steps: 1) Keep a list of people who have donated, and thank them in writing.
2) Share your story with those people upon your return.