

Mission Trip Fund Raising Policy

Approved by Board of Elders April 19, 2011

Purpose #

It is the desire of the pastors, staff and Board of Elders of The Chapel that all Chapel members have the opportunity to participate in short term mission trips thereby raising the awareness of what God is doing throughout the world. Because of the number of Chapel people already responding to the call to the short term mission field, the general budget and mission budget are not adequate to fund all of the trips. For that reason, we encourage team participants to fund their trips by raising funds from friends, family and personal funds.

The purpose of this policy is to set forth clear guidelines for this fund raising activity that will benefit both the trip participant and the congregation in general.

Approval Process#

Before anyone is allowed to raise funds through an appeal to The Chapel body or utilize The Chapel's name in fund raising, the trip must be approved by the Missions Trip Advisory Team (a group of at least three people appointed by the Senior Pastor).

Who Can Be Solicited#

Financial appeal letters or any other requests for support should be directed only to family members, friends and other members of The Chapel with whom the trip participant has a close personal relationship. Chapel directories, mailing lists, phone lists, email lists, etc. should not be utilized to solicit funds from people the trip participant does not know personally.

How Funds Are Received and Designated#

Funds given to support mission activities can be given in cash, by check, by credit card, by bank draft or through negotiable securities. In all cases, the payee is The Chapel on the Campus. Checks should never be made payable to the trip participant if the donor wishes to receive credit for the donation on his year-end giving statement.

When funds to support mission trips or mission activities are donated, they can be designated in three ways:

1. **General Mission Trip** - Funds received in this manner are placed into an account to be used, at the church's discretion, to fund (in full or in part) any mission trip or trip

participant. This designation gives the church the most flexibility to utilize the funds where they are needed most.

2. **Trip Specific Funds** – In this case the donor designates the trip he would prefer the funds go to. For instance, if the donor has a passion for the people of Bolivia (and The Chapel has a Bolivia mission trip planned) the funds could be set aside for use on the Bolivia trip if needed. If more funds are received than are necessary to fund the Bolivia trip, any overage would be moved to the General Mission Trip account.
3. **Missionary Specific Funds** – Short term trip participants are considered by The Chapel as missionaries. As such, donors may designate funds specifically toward a mission venture by a specific missionary. So, a person raising funds to go to China on a mission trip during the summer may have checks sent to The Chapel with his or her name in the memo line. If more funds arrive with a specific missionary's name in the memo line than are needed for the trip, the excess funds would be transferred to the General Mission Trip fund and all other designations on the overage lifted.

Because so many people in The Chapel congregation know each other, fund raising efforts designated to a specific missionary can be delicate. Better known, high profile members may receive multiple requests for funds on a monthly basis. This places them in the uncomfortable position of having to choose who to support and who they will not. For this reason, many of these members may decide to donate to the General Mission Trip fund or a Trip Specific Fund, which will benefit all of the participants.

Disclaimer#

The following is to appear on all fund raising literature for Chapel sponsored mission trips:

In the unlikely event more funds are received than are needed for this particular ministry project, any excess will be utilized in a project of similar importance.

Final Determination of Funds#

Once funds are received by The Chapel, they are no longer under the control of the donor. The Chapel reserves the right to utilize the donated funds for the mission work priorities set by The Chapel leadership. While every effort will be made to honor the donor's suggested designation, donors must understand that The Chapel is not bound by such a suggestion.

Refunds of unused Missionary Specific funds will not be issued. Unused funds will be transferred to Trip Specific Funds or General Mission Trip funds, as appropriate. In the event a particular missionary is unable to participate in the trip for which the funds were raised, those funds raised may be transferred (at the discretion of the Missions Trip Advisory Team to another trip participant or participants or transferred to the General Mission Trip fund.

If a trip participant is unable to take the trip for which they have raised funds due to circumstances beyond their control (illness, death in the family, etc.) a request can be made by the participant for a partial refund of the funds raised. This request would go to Missions Trip Advisory Team for approval.