

FUNDRAISING

Joshua Expeditions is not specifically promoting any of these ideas. These suggestions have simply been passed along from other groups that have traveled with JE.

- Mail letters to your friends and family letting them know what you are doing. Also send letters to businesses in your community (such as banks, utilities, etc.), as they often give funds at the end of the year toward service projects. Be creative in how you present your trip, and enclose a stamped, addressed return envelope for more responses. Sample letters have been provided to give you ideas about what to write.
- Ask your pastor if you can speak to the congregation about your trip and its purpose. You could also ask specific Sunday school classes and groups to sponsor you.
- Ask to speak at community groups like Kiwanis, Rotary, and Civitans.
- Organize a group garage sale. People will often donate their own unwanted items to help groups raise funds. Gather donated items and hold a garage sale at a prime location like your school or church. Divide the proceeds among all the group members who work the sale. Be sure to ask for items from people on your letter-writing list.
- Hold a weekly bake sale or monthly car wash. You could also sell bottles of water, candy bars, or slices of pizza. A small startup investment often yields great rewards! Be sure to announce the event at your church and school.
- Organize an auction of services and handmade items. Advertise within your community for greater awareness.
- Ask your school administration if you can have a “uniform free” day and sell passes to fellow students.
- Hold a drive for loose change donations. You’ll be surprised how quickly pennies and nickels can add up!
- Offer yourself as a “servant for the day” to families and the elderly. Let them know for what you are raising funds and offer to provide yard work, babysitting, or cleaning services in exchange for a donation to your trip.

GUIDELINES FOR SUBMITTING DONATIONS

- Be sure to provide your donors with the information they will need to make a payment on your behalf. They will need to know the Traveler’s Name, School or Organization and Destination. The Expedition number if helpful, but not required. They do not need your login information in order to pay online.
 - Credit Card Payments can be made on our website by visiting www.joshuaexpeditions.org and clicking on “Make a Payment”. They will be asked for the traveler information and their payment information. Once they have submitted the payment online, they will receive a confirmation receipt from us. When the payment is applied to the individual traveler account, if their group is setup as “parent billing”, the traveler will receive a confirmation email as well.
 - Checks need to be made payable to Joshua Expeditions. They can either be given to the traveler or mailed to us directly. Include the Expedition Number, or School Name & Destination, and the traveler name on the memo line of the check. Mail checks to us at Joshua Expeditions, 6841 Virginia Pkwy Ste 103#452, McKinney, TX 75071. The cancelled check will serve as the donor’s receipt. If the group is setup as parent billing, the traveler will receive a confirmation email when we apply the payment to their account.
- Please keep in mind, the traveler is responsible for making sure all payments are received by Joshua Expeditions. Late fees may be assessed to the account if payment is not received by the payment due dates. Accounts are required to be up to date in order to make travel arrangements on a traveler’s behalf. We recommend giving your donors a deadline of at least two weeks prior to the payment due dates.
- Be sure to only send donations that will cover the price of the trip. Any overpayments resulting from donations will be refunded in the form in which the payment was received. Please refer to our payment & trip policies for more information regarding overpayments and refunds.



DON'T FORGET TO THANK YOUR CONTRIBUTORS

Always write thank you notes to sponsors for their prayer and financial support, and remember to send a summary of your experience to them after the trip is over letting them know what happened and what you learned. Include a small souvenir with your note. Candy, post cards, and traditional items from the destination city or country are great ideas. Arrange to speak with groups who sponsored you and present a report with photos and stories from the trip. People will want to know what God did in your heart and in the lives of those you met while traveling.

SAMPLE DONATION EMAIL LETTER – EDUCATIONAL TRIP

(modify to fit your specific trip)

Dear _____,

I am writing you to tell you of an exciting opportunity that has come my way. Students at my school have been given the chance to travel to *(insert destination)*. The trip has been planned and designed by *(insert school or group name)* in partnership with a Christian non-profit organization called Joshua Expeditions. For over 25 years, Joshua Expeditions has been providing Christian schools with quality educational travel from a Christian perspective. They have designed this trip to provide us with the most educational experience possible in the *(insert number of trip days)* that we will be traveling, allowing us to discover the Christian foundations of *(insert destination)*. Some of the sites we will be seeing are:

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If you would like to know more about the company that is organizing the trip, you can visit their website at travelje.org. The cost of this trip is \$xx.xx per student. This cost includes transportation, hotel accommodations, activities and meals. Each of the students going on the trip is responsible for their own fundraising.

I am writing to ask if you would be one of my sponsors for the trip. Any amount would be greatly appreciated and would help me reach my goal. If you would like to sponsor me you can:

- **Pay Online:** make a payment by visiting our website [here](#). You won't need to login, but you will be asked to provide my Expedition Number or school name & destination when completing the payment form online. "(Expedition Number, School Name)"
- **Pay by Check:** write a check payable to Joshua Expeditions. Please write my name and trip number or school name & destination on the memo line. "(Expedition Number, My Name)".
 - I can stop by and pick up a check, or you can mail it to me at: John Doe, 1 Homestreet, Hometown, State, 55555
 - Or, you can mail the check directly to Joshua Expeditions at: 6841 Virginia Pkwy, Suite 103 #452, McKinney, TX 75071

I appreciate your support in this exciting opportunity. If you are not able to sponsor me at this time, I certainly understand and ask for your prayers as I prepare for the trip. If you have any questions, you can call me at 214-555-5555. Thank you again.

Sincerely,
John



SAMPLE DONATION REQUEST EMAIL LETTER – MISSION TRIP

(modify to fit your specific trip)

Dear _____,

I have an exciting opportunity coming up this spring that I'd like to share with you. As part of my growing desire to join God in serving people in need all over the world, I will be traveling to *(insert destination)* with other students from *(insert school or group)* for a service project. Our team of students and staff will be departing on *(insert travel date)* and returning *(insert return date)*. I am writing this letter to invite your financial partnership with me in this endeavor.

The trip has been planned and designed by *(insert school or group)* in partnership with Joshua Expeditions, a Christian non-profit organization. For over 25 years, Joshua Expeditions has been providing Christian schools with quality educational travel designed to inspire purpose in the lives of others. They have designed this trip to provide us with the best experience possible in the days that we will be traveling, allowing us to serve the people of and share with them the love of Jesus Christ. You can learn more about them by visiting their website at travelje.org.

(In this next paragraph, give specific information about your trip and write where you will be serving, what you are looking forward to, and how you are expecting God to work in you, etc. Your Group Leader will have details)

I am writing to ask for your help in getting to *(insert destination)*. To participate in this trip I would love your prayers for my preparation and travels. I also need to raise money for airfare, room and board, and other travel expenses. I will need \$(xx.xx) by *(ask your Group Leader for due date)* to join the trip. If 30 people give \$xx.xx in the next couple of weeks, my goal would quickly be reached.

If you would like to sponsor me you can:

- **Pay Online:** make a payment by clicking [here](#). You won't need to login, but you will be asked to provide my Expedition Number or school name & destination when completing the payment form online. "(Expedition Number, School Name)"
- **Pay by Check:** write a check payable to Joshua Expeditions. Please write my name and trip number or school name & destination on the memo line. "(Expedition Number, My Name)".
 - I can stop by and pick up a check, or you can mail it to me at: Jane Doe, 1 Homestreet, Hometown, State, 55555
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Thank you so much for prayerfully considering if this is something in which you would like to participate. May God bless you for your time and support.

Sincerely,
Jane