



Dear Applicant;

Thank you for choosing to serve at Riverside Bible Camp this summer.

As a LIFT participant and summer missionary, you have the opportunity to raise personal support. The information contained in this packet will give you guidelines, advice and the tools necessary to successfully fund your summer of ministry while at Riverside.

Like anything in life, you will get out of this what you put in. Farmers don't expect God's provision without cultivating, planting, fertilizing and then harvesting. When it comes to fundraising, we shouldn't just expect God's provision without contacting, communicating and then asking. If you take the time to gather the names of friends and family (contacting), writing a good letter (communicating), and seeking their help (asking) you can experience first hand God's amazing provision.

Blessings to you as you serve Him.

Sincerely,

Darrie Nelson
Executive Director

Fundraising Guidelines

- Checks are made out and funds are given directly to Riverside.
- All funds that are given on your behalf will be paid out to you each Friday that you are at Riverside. (Arrangements can be made if you would like one check at the end.)
- You will receive an IRS form 1099 at the end of the year so that you can file all applicable payroll taxes as an independent contractor. Ask the Executive Director what that means if you need more information.
- Pre-printed return envelopes with Riverside’s address are available for your use.

Contacting

Most people are very open to and interested in a worthy cause, especially on a short-term basis. Don’t be afraid to share your summer ministry plans with everyone you can think of (not just those you “think” will support you). Remember, at the very least, all of your friends and family will be able to keep up with what you are doing for the summer, not just the ones on facebook.

Step 1 List every individual you know through past and present relationships.

- Friends from your current and past churches.
- Acquaintances from Bible studies, youth groups and other activities.
- Friends from your community.
- Immediate and extended relatives from both sides of your family.
- Friends of your immediate family.

Step 2 Gather addresses and contact information.

Communicating

Advice on preparing your fundraising letter:

- It is important to write your letter to someone specifically, “Dear Grandpa” or “Dear Lori” not “Dear Friend”
- Always start your letter and wherever possible use a “You” focus versus an “I” focus.
- Letters feel more personal if you indent paragraphs rather than using the more formal block style.
- Right away in the beginning, tell them that you’re seeking their help. Studies have shown that people are more likely to respond if you tell them up front the purpose of your letter.
- To make your letter easy to read, keep paragraphs 2-4 lines in length, do not go more than 5. Keep your letter to one page.
- Use basic white paper and black ink. If you choose to use color, make sure it is easily readable. Don’t print on the back as that looks unprofessional (cheap) and wording can bleed through.
- Hand address your envelopes so that they know it is from you personally.
- Always enclose a return envelope (these are available to you).
- Use the sample letter we have provided if you would like. Insert any necessary personalized wording.
- The LIFT coordinator **MUST** proof-read your letter before mailing.
- Use a photo (in the photo, your head should be no smaller than the size of a dime).
- Use open spaces and don’t crowd your letter.

Asking

It's time to write that letter.

(Current Date)

Dear (person's name),

First Paragraph

Rather than starting with "I —", start with a "You" phrase to draw your reader in.

- "You may have wondered..."
- "You may not know..."
- "You may have heard..."
- "As you may recall..."
- "As you know my..."
- "As you may have heard this summer I will be..."

Feel free to continue with something like this:

"I am excited to tell you about my opportunity to serve as a summer missionary at Riverside Bible Camp in Amherst, Wisconsin. The Lord has been using Riverside in the lives of kids for over 75 years, and I can't wait to be a part of that this summer. As you can guess, I need your support.

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Second Paragraph

Write a brief personal update on where you're at or what you've been doing and how you've been led to a summer of service at Riverside. Make it personal, short and tidy.

Third Paragraph

In this paragraph state clearly your financial need for the summer. Clearly communicate your goal.

Additional Paragraphs

Additional paragraphs between the second and third are okay as long as they are easy to read and you do not go over the one page total.

P.S.

Use a P.S. to tell your reader how to respond if you have not already.

For example:

"P.S.: To give, please return your gift in the enclosed envelope...thank you for your support!"

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Here is a sample letter that you can use. You may want to personalize it to some extent or feel free to use it word for word if you would like.

(Current Date)

Dear (__ Name __)

As you may have heard, this summer I have the opportunity to serve on staff at Riverside Bible Camp in Amherst, WI. Although this will be quite an adventure, I am excited to see how the Lord will use me in the lives of the campers. For over 75 years the Lord has been using Riverside to impact the lives of kids, including my own life. (If it applies you might write one sentence about how Riverside has impacted your life.) You may have already guessed but as mission supported summer staff at Riverside, I will need your prayers and financial help.

(Include a personal paragraph about yourself here.)

The Lord has led me to the mission field at Riverside Bible Camp, and I believe He will use my passion for young children and my desire for the Lord in mighty ways. I ask for your faithful prayers as I spend 6 weeks this summer serving primarily as a cabin leader. As a cabin leader I will be responsible for up to ten children at a time. Through cabin devotions, small group times, and one on one relationships, I will be seeking opportunities to share my own faith in Christ. Will you help me have an impact on these kids?

Since I will not be able to work full-time this summer in a paid position and in order to serve at Riverside free of financial concerns, I am seeking to raise (__ amount __). Your tax deductible gift will play a big part in making this summer of ministry a success and possibly also help change the life a child. Even if you're not able to share financially at this time, please know that I appreciate your prayers.

Sincerely,

(__ your name __)

P.S. If you are so led, please use the enclosed envelope and make your check out to Riverside Bible Camp.