Support Letter Guidelines

1. Brainstorm a list of names for potential supporters. Do not rule anyone out or decide for an individual whether or not they are interested. Research shows that the average person has a network of at least 400 friends and acquaintances. You should be able to come up with at least 50. Do prioritize the list with those you want to contact first.

**LIST OF POTENTIAL SUPPORTERS**

Apartment manager

Aunts and Uncles

Banker

Beautician

Bible bookstore owner/Manager

Bible Study Groups Members

Brothers and Sisters

Christian businessmen

Church Directory

Church friends

Church missionary budget committee

Civic clubs

Coaches

Cousins

Dentist

Dentist’s nurse

Doctor

Doctor’s nurse

Downtown businesses

Eye doctor

Family attorney

Former teachers

Former customers

Former employees

Former employer and co-workers

Foundations that give to charities

Fraternity brothers

Friends

Friends of your parents

High School and college friends

Insurance agent

Missionary Societies

Neighbors

Neighbors at former residences

Nieces and nephews

Parent’s associates

Parent’s employers

Parents

Pastors

People you led to Christ

Relatives

Restaurant manager and workers

Retired people

Sororities Sisters

Sunday school class members

Tax preparer

Teammates

Those who have influenced you spiritually

Veterinarian

Wedding and Christmas Card list

1. Make your letter personal. Address the letter directly to the person (instead of “Dear Friends”) and acknowledge your relationship with the reader with a personal line or two.
2. Explain the need and talk about what this opportunity means to you and how you feel that God is going to use you. Give specific trip details including exact dates.
3. Ask specifically for financial support. You may even suggest some amounts, such as $10. $25, or $100. Don’t be shy.
4. Give them a specific time-frame in which to take action. Give instructions on how to support. Include your Fellowship missions fundraising link and/or a stamped return envelope that is already addressed to Fellowship City Churh 16391 Chillicothe Rd. Chagrin Falls, OH 44023 with instructions to include your name in the check memo. The easier you make it, the higher your response rate will be.
5. Sign your letter personally.
6. Send your letters out as soon as possible. Email is also a very easy way to send support letters out with the link to your Rock Fundraising page. This will give you time to follow up with people who forget to respond. Keep good records of where you send letters.
7. Make follow-up phone calls. Many people will need a reminder to follow through. This is best done a couple weeks after you send the letters, if you haven’t heard back from them yet. Be prepared to ask them for a decision.
8. Never apologize for writing or calling a person. You are providing them with an opportunity to be involved in a spiritual ministry through their resources. Remember, it is far better to give than to receive (Acts 20:35), and you are being obedient to the Great Commission.
9. Send thank-you notes as soon as you find out that someone has supported you. This can be a short note, but should be a handwritten and personal. This is a great time to remind them to pray for you on your mission. Keep good records so that you don’t send duplicates.