

## **Short Term Mission Projects Contribution Guidelines**

1. The Missions Ministry Team shall evaluate all applicants for fundraising for short-term mission trips.
2. Upon approval by the Missions Ministry Team each applicant may personally solicit those who might make a contribution to the church Mission Trip Scholarship Fund to help offset the costs of participants.
3. Applicant may send out letters of solicitation seeking financial support for mission trips.
  - A. The letter must identify the solicitor
  - B. The letter must clearly state that the Missions Ministry team has approved the solicitor.
  - C. The letter must clearly state the terms of making contributions through the solicitor to the church Mission Trip Scholarship Fund.
    1. The solicitor is the collector of the contributions.
    2. The solicitor may receive assistance for his/her mission trip from the Mission Trip Scholarship Fund but the church is not bound to provide assistance (which makes the solicitation tax deductible).
    3. The contribution check is to be made payable to the GBC Mission Scholarship Fund.
    4. The contribution is tax deductible through the church.
    5. The name of the solicitor is NOT to appear on the check. In the event this does occur, the gift is not tax deductible and will be returned to the contributor.
    6. Upon collecting all the funds the solicitor compiles a listing of contributors and amounts and turns in to the Missions Office of the church.
4. Upon receipt of the solicited contributions by the mission's office of the church from the solicitor, the office shall tally the contributions and issue a receipt to the solicitor.
5. The mission's office shall then record the solicitor's name and amount collected in a ledger.
6. The mission's office shall forward all contributions to the finance office batched as received from the solicitor, MARKED FOR CONTRIBUTION CREDIT.
7. The Finance Office shall account for, deposit, and post all contributions to contributor records.
8. The Missions office and Missions Ministry Team shall award Mission Trip Scholarship funds to applicants by submitting a check request to the Finance Office for the appropriate disbursements.