

SECTION 2 – BUDGETING, COLLECTING, REMITTING AND RAISING FUNDS

OKLAHOMA VOLUNTEERS IN MISSION

- **HOW TO PREPARE THE BUDGET**
- **BUDGET**
- **COLLECTING AND REMITTING MONEY**
- **REMITTAL FORM**
- **FUNDRAISING**
- **FUNDRAISING LETTER FOR INDIVIDUAL MISSION COST**
- **FUNDRAISING LETTER FOR MISSION PROJECT**

NOTES:

OKLAHOMA VOLUNTEERS IN MISSION

How to Prepare the Budget

Ask people what they are most uncomfortable talking about and many will respond – MONEY! As a Team Leader, you know that your team must raise money, but may be stressed that people will not like what they hear.

The very real fact is that the first four things people will want to know as you recruit for your team are as follows:

- Where are we going?
- What are we going to do?
- When are we going?
- **How much does it cost?**

It is imperative that you prepare a budget at the beginning of your mission planning. Please do not feel overwhelmed. First time Team Leaders must work in collaboration with your OKVIM Coordinator using the OKVIM budget worksheet. Experienced Team Leaders should feel free to call the OKVIM office if they have questions. Many times, OKVIM has teams that have served in the area where you would like to serve and are able to give guidance based on their information. As planning progresses, more detailed financial information will be gathered about your site, in the mean time, an **estimate of costs** can be used. Due to fluctuation in the cost of airfare, if your team is flying it is HIGHLY suggested that you obtain an airline group agreement prior to publishing the cost per missioner (See OKVIM, Section 3, pg. 4). OKVIM encourages all Team Leaders to use the OKVIM budget worksheet.

Remember, you are planning a budget, not an actual. As the time approaches for your mission, a more accurate picture of the cost of the mission will appear. Based on the size of the team, size of the project, and unforeseen costs, you may need to ask team members for a little more money to cover the cost of the mission. This rarely happens but, be prepared, it may occur.

Every team has a Registration Fee of \$25 that must be sent to the OKVIM office.

International Teams have an additional fee that is sent to the OKVIM office:

- **Insurance Fee** - \$2.50 per person per day outside of the United States

Other Funds to be sent to the OKVIM Office:

- **Processing Fee** - \$5 per person with a minimum of \$75 (if OKVIM is handling your team's arrangements as per Section 1(a))
- **Airline Arrangement Fee** - \$50 – sent to OKVIM (if OKVIM is arranging your flights)
- **Airline ticket cost** - (if OKVIM is arranging flights)
- **Promotion Items** – (e.g. – T-shirts or plaques)
- **Lodging/meals ***
- **Materials ***
- **In-country transportation***

*Under certain circumstances, OKVIM may require that you pay lodging/meals, materials and in-country transportation funds to OKVIM prior to the mission.

Funds for Team Leader to take on mission:

- **Gasoline Money and In-country transportation**
- **Meals**
- **Lodging**
- **Materials**
- **Interpreter**
- **Tips for construction coordinators, cooks, interpreters, baggage handlers, drivers, etc.**

Team Budget Worksheet

TEAM INFORMATION Page 1

Team Number _____ Number of Team Members 0 Mission Dates _____

Team Leader (TL): _____ Depart _____ Return _____ Number of Days _____

Mission Site _____

Originating Church _____

Team Leader Phone Numbers _____ Home _____ Cell _____

Team Leader E-mail Address _____ Work _____ Fax _____

	Unit Cost	# Times	# Members	Budget	Paid to VIM	Paid to 3rd Parties
OKVIM FEES						
Team Registration Fee	\$25	x	N/A	\$ -	\$ -	-
Airline Arrangement Fee	\$50	x	N/A	\$ -	\$ -	-
Processing Fee (choose one)						
__Regular Mission - Minimum \$75	\$5	0		\$ -	\$ -	-
__One Day Mission - Minimum \$20	\$2	x		\$ -	\$ -	-
International Mission Insurance	\$2.50	x	0	\$ -	\$ -	-
Team Recognition Items						
OK VIM Plaque	\$12	x	N/A	\$ -	\$ -	-
Team T-Shirts	\$10	x		\$ -	\$ -	-
Team Polo or Denim Shirt	\$20	x		\$ -	\$ -	-
Shipping	\$1	x	N/A	\$ -	\$ -	-
Other	\$1	x		\$ -	\$ -	-
TOTAL OKVIM FEES AND DISBURSEMENTS				\$ -	\$ -	\$ -

	Unit Cost	# Times	# Members	Budget	Paid to VIM	Paid to 3rd Parties
MISSION TRAVEL COSTS						
Airfare		1		\$ -	\$ -	-
Airfare				\$ -	\$ -	-
Entry and Exit Fees				\$ -	\$ -	\$ -
Land Transportation				\$ -	\$ -	\$ -
En Route Travel Costs				\$ -	\$ -	\$ -
Meals				\$ -	\$ -	\$ -
Lodging				\$ -	\$ -	\$ -
Van Rentals			N/A	\$ -	\$ -	\$ -
Trailer Rentals			N/A	\$ -	\$ -	\$ -
Border Crossing Fee			N/A	\$ -	\$ -	\$ -
Border Crossing Fee			N/A	\$ -	\$ -	\$ -

OKLAHOMA VOLUNTEERS IN MISSION

Collecting and Remitting Money

After preparing the budget, you will know the total estimated cost of the mission. Your team has many options of how to pay for the mission.

- Some teams raise all of the funds so that all team members go free.
- Some teams raise funds for projects and ask team members to pay for part of the mission.
- Some teams ask team members to pay for their entire mission.
- On most teams, Team Leaders go free because of all of the work they do in preparing for the mission.

How will your team raise funds to cover the cost of the mission?

After your preliminary budget is prepared and it is decided how the team will raise funds to cover the cost of the mission, calculate the missionary's cost as follows:

$$\frac{\text{Cost of mission minus funds raised}}{\text{Number of Team Members (with or without Team Leader)}} = \text{Cost per member}$$

With the cost per member in mind, develop a payment schedule so that you receive all funds well in advance of your departure date. As team members are recruited, the Team Leader will collect their funds. All payments for the mission that are due to the OKVIM office must be received by the OKVIM office far in advance of the mission.

Come to an agreement with one local congregation willing and able to collect and disburse all team funds. For United Methodist congregations, all monies collected and disbursed for missions may be counted by the congregation as mission giving in addition to apportionments. The local congregation that collects the funds will be responsible for sending contribution acknowledgement letters for tax purposes to the missionaries at the end of the year (see GBGM pg 31).

For airfare that is being arranged by OKVIM, the team members' deposit must equal or exceed the deposit paid to the airline. This deposit is due to the OKVIM office at least 120 days prior to the mission. The second payment, due to the OKVIM office at least 70 days prior to the mission, must cover the entire cost of the airline ticket.

All funds must be sent to the OKVIM office with a Remittal Form.

Helpful Hint from an Experienced Team Leader: Complete the top portion of the Remittal Form with all of your team's information. Then photocopy the form several times. Now, all you have to do when you submit a payment in the future is complete the bottom part of the Remittal Form.

OKLAHOMA VOLUNTEERS IN MISSION

Remittal Form

To insure proper credit for all funds sent to the OKVIM office, please copy and complete this REMITTAL FORM and send to:

Volunteers In Mission
1501 NW 24th Street
Oklahoma City, OK 73106

Fax: 405-530-2048
Toll Free: 800-231-4166
Visit our Web Site: www.okvim.org

Team Leader (TL): _____ Mission Site: _____ Team #: _____

Mission Dates: _____ Depart: _____ Arrive: _____ Work Dates: _____ Depart: _____ Return: _____

Originating Church: _____ TL Phone: _____

Remittance: Date _____ Check No. _____ Amount \$ _____

BELOW PLEASE NOTE PAYMENT FOR THE FOLLOWING:

Registration Fee.....	\$ _____
Airline Arrangement Fee.....	\$ _____
Processing Fee.....	\$ _____
Required International insurance \$2.50 x _____ (#of members) x _____ (#of days of mission)	\$ _____
Airfare.....	\$ _____
Materials.....	\$ _____
Other Mission Expenses (such as lodging, meals, gifts/donations).....	\$ _____
Other Mission Expenses.....	\$ _____
T-Shirts (plus S & H if applicable).....	\$ _____
Plaques (plus S & H if applicable).....	\$ _____
TOTAL	\$ _____

MUST BE COMPLETED AND ACCOMPANY EVERY PAYMENT

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Mission Dates: _____ Depart: _____ Arrive: _____ Work Dates: _____ Depart: _____ Return: _____

Originating Church: _____ TL Phone: _____

Remittance: Date _____ Check No. _____ Amount \$ _____

BELOW PLEASE NOTE PAYMENT FOR THE FOLLOWING:

Registration Fee.....	\$ _____
Airline Arrangement Fee.....	\$ _____
Processing Fee	\$ _____
Required International insurance \$2.50 x _____ (#of members) x _____ (#of days of mission)	\$ _____
Airfare.....	\$ _____
Materials.....	\$ _____
Other Mission Expenses (such as lodging, meals, gifts/donations).....	\$ _____
Other Mission Expenses.....	\$ _____
T-Shirts (plus S & H if applicable).....	\$ _____
Plaques (plus S & H if applicable).....	\$ _____
TOTAL	\$ _____

MUST BE COMPLETED AND ACCOMPANY EVERY PAYMENT

OKLAHOMA VOLUNTEERS IN MISSION

Fundraising

Fundraising is not always easy and few of us are comfortable asking others to share their financial resources. Remember, above all, that God always provides for those God has called. That does not mean that answering the call will be simple, only that it will be accomplished through our trust in God's grace and provision.

The following ideas have been used with great success by teams:

- **Letters to Friends and Relatives** – Write a letter to those with whom you would share this significant occasion, which often changes our lives (GBGM pg. 135 and sample letters OKVIM Section 2, pg. 8 & 9).
- **Hold a bake sale or pie auction at church**
- **Hold an after church dinner**
- **Sell shares of stock and have a stockholders dinner when you return**
- **Fun-Anza** – Various people host fun events and have a silent auction every Sunday for a year. You can have things like a pool party, Mexican dinners, a brisket dinner delivered to your home, cheesecake for the month, babysitting, movie and popcorn night, etc – whatever anyone wants to host.
- **Silent Auction** - Buy memorabilia from the area you go on missions and then have a silent auction for these items – have a minimum bid, otherwise things can go for less than you bought them for.
- **Rent-A-Teen** – Allow church members to Rent-A-Teen for various events or projects. For example, yard work, house work, babysitting, catering, and events at the church.

OKLAHOMA VOLUNTEERS IN MISSION

Sample Fundraising Letter for Individual Missioner Cost

February 1, 2007

Dear **(Name)**

I am part of an Oklahoma Volunteers In Mission (OKVIM) team to Ulaanbaataar, Mongolia in July of 2007. This mission is sponsored by the United Methodist Church.

While in the Mongolia our team we will stay primarily at the United Methodist Church and Community Center in Ulaanbaataar. Our group will work with the local people and together we will make structural improvements to their church facility. We also look forward to sharing a Mission Bible school with the many children who live in the area and offering medical assistance to families. The Rev. Allen Buck, Pastor of the United Methodist Church in Locust Grove, OK and the Rev. Tish Malloy, Executive Director of OKVIM will lead the team. We will be hosted by Mongolian United Methodists and 2 missionaries, Rev. Millie Kim and Ms. Helen Sheperd.

Christians are a small minority in this primarily Buddhist country and the poverty and unemployment rates are very high. Our brothers and sisters in this land struggle for their daily needs. They have a rich heritage in impoverished circumstances and they want others throughout the world to know about their faith, culture, and their needs.

Each of our team members raises their own support for participation, which includes our monetary gift to support the funds needed for the medical and construction materials we use while there. We provide our labor free of charge. While not everyone can afford to go, or is called to go, on such missions, each of us can play some kind of a role - and each part contributes invaluable towards the whole. Your response on two levels would be greatly appreciated.

First, will you please pray for us? Our team will be traveling a long distance and undertaking demanding work in a community that has endured much hardship over the years. Please pray for our safety and for our effectiveness as missionaries in Christ's service. Pray, too, that our presence can help to support our Christian brothers and sisters there and help their neighbors of other faiths to accept them. People from other countries often look to the United States as a land in which religious and cultural diversity are not only tolerated but embraced as blessings and people from the United States often take these blessings for granted. Please pray that God would open all of our eyes and our hearts to one another that we may grow in faith and understanding.

Second, while I am committed to raising as much as possible myself towards the costs of this mission, I would greatly appreciate your help in making it possible for me to go. Your support would mean a lot to me, as it would allow me to experience hands-on what it means to be a part of God's mission to the world. Any amount raised over my personal needs will go to the gift we give to the mission outreach of the United Methodist Church in the Mongolia.

If you are able to respond positively, make your check out to "**First United Methodist Church**" and mark "**(My Name) – Mongolia 9026-441**" on the memo line. Please mail your check to First United Methodist Church, PO BOX 218 703 North Highway 82 LOCUST GROVE OK, 74352. Unless you indicate that you wish to remain anonymous, I will be informed of those who have given to support this mission so that I may thank you personally.

If you have any questions, please call me or one of our team leaders, Rev. Tish Malloy, at 405-530-2028 or Rev. Allen Buck 918-479-6356. By the way, your gift is tax deductible to the full extent allowed by the IRS and an appropriate acknowledgement will be forwarded to you at the end of the current tax year.

Thank you for your willingness to be a partner with me in service of our Lord.

Yours in service of the Kingdom,

OKLAHOMA VOLUNTEERS IN MISSION

Sample Fundraising Letter for Mission Project

February 1, 2007

Dear **(Name)**

I am part of an Oklahoma Volunteers In Mission (OKVIM) team to Ulaanbaataar, Mongolia in July of 2007. This mission is sponsored by the United Methodist Church.

While in the Mongolia our team we will stay primarily at the United Methodist Church and Community Center in Ulaanbaataar. Our group will work with the local people and together we will make structural improvements to their church facility. We also look forward to sharing a Mission Bible school with the many children who live in the area and offering medical assistance to families. The Rev. Allen Buck, Pastor of the United Methodist Church in Locust Grove, OK and the Rev. Tish Malloy, Executive Director of OKVIM will lead the team. We will be hosted by Mongolian United Methodists and 2 missionaries, Rev. Millie Kim and Ms. Helen Sheperd.

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First, will you please pray for us? Our team will be traveling a long distance and undertaking demanding work in a community that has endured much hardship over the years. Please pray for our safety and for our effectiveness as missionaries in Christ's service. Pray, too, that our presence can help to support our Christian brothers and sisters there and help their neighbors of other faiths to accept them. People from other countries often look to the United States as a land in which religious and cultural diversity are not only tolerated but embraced as blessings and people from the United States often take these blessings for granted. Please pray that God would open all of our eyes and our hearts to one another that we may grow in faith and understanding.

Second, would you please consider making a donation towards the team's monetary gift for this mission? While we have high ambitions of raising as much as \$4,000 to be given to the church for medical and construction supplies, please know that any amount helps.

If you are able to respond positively, make your check out to "**First United Methodist Church**" and mark "**Mission Costs – Mongolia 9026-441**" on the memo line. Please mail your check to First United Methodist Church, PO BOX 218 703 North Highway 82 LOCUST GROVE OK, 74352. Unless you indicate that you wish to remain anonymous, I will be informed of those who have given to support this mission so that I may thank you personally.

If you have any questions, please call me or one of our team leaders, Rev. Tish Malloy, at 405-530-2028 or Rev. Allen Buck 918-479-6356. By the way, your gift is tax deductible to the full extent allowed by the IRS and an appropriate acknowledgement will be forwarded to you at the end of the current tax year.

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