



## 2018 Mission Trip Preparation Guide

*Welcome to the Serving**HIM** team! You are about to embark upon the adventure of a lifetime. We're looking forward to serving alongside you this year. God will work in and through you in ways you never imagined and lives will be forever changed as a result.*

*Please take some time to read in detail the information in this packet. It provides everything you need to get ready for the trip. You'll learn what to pray for, how to fundraise, what to pack, and more. For further information, please contact your Trip Leader, or email us at [info@ServingHIM.org](mailto:info@ServingHIM.org). Get ready for a great trip!*

*Dr. Kevin Seidler, D.D.S.  
President, Serving**HIM***

## **Your Preparation Checklist**

We want to do everything possible to ensure that you have a smooth preparation process. If you follow these seven steps, you'll be ready to go: 1) Pray, 2) Fundraise, 3) Meet the Financial Deadlines and Know the Financial Policies, 4) Get your Vaccines, 5) Secure your Passport, 6) Prepare for Ministry, and 7) Pack.

### **Step One: Pray**

#### **Prayer Points for Your Trip**

The key to our effectiveness for this trip is prayer. Our ministry starts now through prayer, not just when we get there. Begin praying daily for the following as you prepare your heart and as God prepares our way. Enlist others who will pray with you, and for you.

- Effective ministry to the nationals
- Unity on the mission team
- Team leadership
- Fundraising
- For God to give you His heart for the lost
- Health
- Prayer support and financial partnership

### **Step Two: Fundraise**

Fundraising is a great way to involve others in your mission trip. It can be a great faith-building experience as well. The follow steps are imperative as you start fundraising

- Pray and ask God for grace and favor (James 2:2-3)
- Find out your financial deadlines from your Trip Leader or on Managed Missions.
- Send out a letter to everyone you know; friends, family, co-workers, church members, neighbors, etc. Don't leave anyone out. You may not know through whom God wants to work to support your mission trip.

#### **Writing your Support Letters**

##### **What to include in the letter:**

- Name, trip, cost and deadlines
- What you will be doing on the trip
- What role your supporters play
- Mailing procedures (how to fill out the check and response card, deadlines)
- How to make online donations. <https://www.ServingHIM.org/donate/>
- That you will follow-up to see if they are intending to support you through prayer and/or finances (See below for sample letter)

##### **What to include in your fundraiser mailed envelope:**

- Support Letter (see sample on the next page)
- Response Card (see page 5)
- Self-Addressed, Stamped Envelope

## Sample Fundraising Letter

<current date>

<name of potential supporter>

<address>

<city>, <state> <zip>

Dear <name of potential supporter here>,

Understanding how to be part of something bigger than yourself always starts with an important first step: Saying Yes to God! Serving**HIM** helps people take that first step - we equip, train and help ordinary people leave the comforts of their home and go to different parts of the world to share the good news of Jesus Christ bringing hope and healing worldwide. ([www.ServingHIM.org](http://www.ServingHIM.org))

In (Month), we are traveling to (City) in (Country). Our team will bring critical dental and medical care to those who otherwise might not receive it. We will minister to the very poor, sharing with widows as well as encouraging and working with orphans. We will prepare food baskets, work with children in schools, teach healthy habits, as well as provide a community health fair seeing hundreds of people. Our team will also deliver goats to families in the villages, teaching them how to care for and raise goats that will provide milk and cheese to help sustain their families. We show the love of God in every activity we do and most importantly we share the Gospel of Jesus Christ with the people we meet.

We need your help! We need you to be a strategic part of this mission. First and foremost, please pray for our team, that God will manifest His will and His love through us. Secondly, we need your financial support, providing the resources necessary to facilitate all of our activities.

Any gift is a big gift! If you are able to support financially, please make checks payable to Serving**HIM** and return it to me in the enclosed envelope. If you wish to use a credit card, please fill out the appropriate information on the response card and return it in the enclosed envelope **OR** donate to the mission trip at <https://www.ServingHIM.org/donate/>. Please note that all donations made to Serving**HIM** are tax-deductible. Any funds raised above the trip cost will go towards other costs associated with the trip, such as dental and medical supplies, evangelism and discipleship materials, community outreach projects like Vacation Bible School, widow's and orphan outreach, food baskets, and animal ministry.

Thank you in advance for your time and consideration. I look forward to sharing with you all that God did through this mission to Country). You can also follow Serving**HIM** on Facebook (<https://www.facebook.com/ServingHIM2/>) to see photos and testimonies that will be posted during our trip.

May God Bless You,

<Insert your name here>

Missionary to <insert country here>, Serving**HIM** Healthcare International Ministry

**Response Cards**

Please feel free to make copies of these cards. This is the response card that you will include in each fundraising letter along with a self-addressed stamped envelope. Your supporters can fill one out and send it back to you. Cut off one to include in each letter.

**Yes, I would like to bring hope and healing to others in need!**

- I will begin praying now for effective ministry on your mission trip
- I would like to give a gift of \$\_\_\_\_\_

Please apply this gift towards the trip of (Missionary's name): \_\_\_\_\_

My Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I would like to receive updates on ministry events and impact  Yes  No

Method of Giving:  Visa  MasterCard  Discover

Check\* \_\_\_\_\_ CVC# \_\_\_\_\_

*Credit Card Account Number*

*Expiration Date*

\_\_\_\_\_  
*Card Holder's Signature*

\_\_\_\_\_  
*Card Holder's Printed Name*



**\*For a tax-deductible donation, please make checks payable to ServingHIM**

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Please apply this gift towards the trip of (Missionary's name): \_\_\_\_\_

My Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I would like to receive updates on ministry events and impact  Yes  No

Method of Giving:  Visa  MasterCard  Discover  Check\*

\_\_\_\_\_ CVC# \_\_\_\_\_

*Credit Card Account Number*

*Expiration Date*

\_\_\_\_\_  
*Card Holder's Signature*

\_\_\_\_\_  
*Card Holder's Printed Name*



**\*For a tax-deductible donation, please make checks payable to ServingHIM**

## **Tracking your Donations and Where to Send Your Fundraising Support and the Donation Summary Coupons**

Please send your support directly to **ServingHIM, c/o The Hope Center, 2001 W. Plano Pkwy., Suite 1050, Plano, TX 75075** accompanied by a Donation Summary Coupon. You may also hand your donations in at a Team Meeting. Please do not give any checks or funds to another person on the trip.

Credit card payments are also accepted online at: <https://www.ServingHIM.org/donate/>

We recommend that you develop a tracking documentation of the responses you receive. Set a date to follow up by phone two weeks after sending the letters to check and see if they received the letter, and to ask if they have any questions.

### **Be Sure To Say Thank You**

After you receive a gift from someone, be sure to send a thank you note. Let them know that you appreciate their support and partnership on this trip. Another suggestion; send them a postcard and let them know about the exciting things God did on the trip and how they were a vital part of the work there. Start thinking now about how you'd like to follow up with them after the trip (e. g. send a trip report; host a follow-up coffee, etc.)

### **Step Three: Meet the Financial Deadlines and Know the Financial Policies**

**\*\*Note:** you are not guaranteed a spot on your trip until you have 2/3 of the trip cost, which is defined by your Trip Leader. To go on the trip, the full amount of the trip must be paid in full by the final deposit deadline established by the Team Leader.

#### **Financial Details**

Before you mail funds to ServingHIM:

- Fill out the Donation Summary Coupon (above) to accompany your donations.
- Ensure that all checks have been made payable to ServingHIM. If the check happens to be made out to the individual, please be sure to endorse the check before sending it to ServingHIM (however the donor will not be able to receive a tax deduction in this case).
- Do not send cash.
- Copy all checks and the Donation Summary Coupon for your own records before sending.
- Send in your funds by the payment deadlines as defined by your Trip Leader.

#### **Financial Policies**

ServingHIM may increase trip fees upon notice to participants. Donations made to ServingHIM become the sole property of ServingHIM. A donation to ServingHIM is a charitable contribution for federal income tax purposes to the extent permitted by law. These tax-deductible donations cannot be refunded. If, for any reason, a missionary is unable to participate on the trip, funds raised will not be refunded or held over, and instead will go to cover other trip costs. If trip funds raised exceed the base trip costs, these funds will go towards other necessary trip costs and cannot be refunded, given to another trip participant or held over for a future trip.

### **ServingHIM Cancellation Policy**

If a missionary cancels his/her plans to go on a mission trip, funds raised on behalf of their mission trip will go to cover other mission costs at the discretion of ServingHIM.

If an airline ticket has been purchased on his/her behalf, the ticket is non-refundable and non-transferrable (cannot be transferred to another individual or used in a future year) and the missionary is responsible to cover the full cost of the ticket in addition to any administrative fees.

### **Step Four: Get Your Vaccines**

Make sure your childhood immunizations are up-to-date. Please consult your family doctor, or your local health department, or [www.cdc.gov](http://www.cdc.gov) as soon as possible. Recommended vaccines include Hepatitis A and B, Typhoid, Tetanus-diphtheria and measles. Your Trip Leader will notify you of any specific needs in the country where you will be serving.

See the CDC website for further info: <http://www.cdc.gov/travel>

### **Step Five: Secure Your Passport**

To travel with the international missions team, you must have a current passport. The expiration date of the passport must be at least 6 months after the trip return date.

You must apply for a passport immediately; this process can take months unless you pay to expedite it. Applications can be found online at <http://www.travel.state.gov> or at your local post office, but you will need an appointment. You can also fill out the application online for a first time passport, renewal, or expedited service and then mail in the documents it requires in the instructions: <https://www.rushmypassport.com> or <http://www.visaexpress.net/united-states-passport/>

You will need two identical 2"x2" color headshot photos which can be taken at some post offices, and other places like Walgreens, CVS, etc. Here are the Passport Photo requirements:

- Taken within the past 6 months, showing current appearance.
- Full face, front view with a plain white or off-white background. **DO NOT WEAR WHITE.**
- Taken in normal street attire: Uniforms should not be worn in photographs except religious attire that is worn daily.
- Do **not** wear a hat or headgear that obscures the hair or hair line.
- If you normally wear a hearing device, wig or similar articles, they should be worn for your picture.
- Starting November 1, 2016, eye glasses will no longer be allowed in passport photos.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).
- Articles worn for religious or medical reasons should be accompanied by a statement to that effect.

You will need the following for your passport application:

Passport application, Processing fee , Passport photos, Proof of citizenship (a previous passport or original birth certificate), Proof of identity: official ID with a photo (driver's license, etc.)

**Important Note:**

If you are less than three months away from your trip and do not have your passport in hand (even if you've applied for one), please contact your Trip Leader or the Serving**HIM** office immediately. You will need to expedite your Passport application, because without a passport, you will not be able to go on the trip. Let us know if we can assist you in any way at [info@ServingHIM.org](mailto:info@ServingHIM.org)

Here are some additional resources that you can contact for official information:

800-556-9990, 877-484-2778, International information 1-703-908-0330

or go to [www.pvsinternational.org](http://www.pvsinternational.org)

### **Step Six: Prepare for Ministry**

As you pray and prepare yourself spiritually for the mission trip, please reflect on your spiritual journey, and write your personal testimony, or a spiritual journey statement. Remember that this is your opportunity to tell others what God has done, or is doing in your life. During your orientation on the trip, you will receive training in evangelism tailored for your destination country.

### **Step Seven: Pack**

- a. Pack the right stuff (see list below)
- b. Remember to bring only one suitcase and one carry-on.
- c. You will also be responsible for a container/suitcase from Serving**HIM** filled with supplies for the mission.

#### **General Items**

- PASSPORT (if you forget it, you will not go. It has happened to others!)
- Photocopies of the first page of passport (with portrait & signatures), and driver's license (place these photocopies in an inside pocket of your suitcase. Send Serving**HIM** a copy as well.)
- Suitcase (with FAA-approved lock)
- Backpack or carry-on bag (fanny packs and backpacks are safer than a purse)
- Copy of diploma and license (physicians, dentists, hygienists, nurses)
- Bible and journal
- Paper and pen
- Copy of your personal testimony (see "step six: prepare for ministry" section)
- Phone and charger (*Note: You will want to contact your phone carrier to find out about international roaming fees to make sure you have international service during your trip.*)
- Bilingual dictionary or download the Google Translate app on your phone.
- Travel alarm clock with fresh batteries
- Camera and camera charger
- Flashlight
- Reading light for after lights out
- Adapter/converter for electric outlets (*Confirm what is needed in the country you are visiting prior to purchase.*)
- Consider these for your sleeping comfort:
  - Sleeping mask for eyes
  - Ear plugs
  - Small fan and extension cord
  - Sound (or white noise) machine

#### **Medicine**

- Prescription medication - in original container is best to avoid questions by customs
- Pain relievers, Imodium, Antihistamines, sore throat lozenges, cough drops, etc.

#### **Toiletries**

- Shampoo, soap, deodorant, toothpaste, toothbrush, dental floss
- Hand sanitizer (like Purell)
- Tissues (travel packs are great)
- Sunscreen

- Make-Up, Brush, Hair dryer, Hair Ties

### **Bedding**

- Pillow (pillows are provided, but if you want or prefer your own, please bring it)
- Washcloths (towels, sheets and light weight blankets are provided)

### **Clothing**

- Jeans for travel and free days
- Scrubs (if serving with medical/dental team- must be professional-looking and in good condition.)
- Comfortable walking shoes
- Sleepwear
- Socks and undergarments
- Light rain gear or jacket
- Mix and match clothing (4-6 changes)
- Sweatshirt/sweater
- Flip flops for shower
- Clothes for church service
  - Women - modest length skirt or dress
  - Men - dress pants with polo or buttoned shirt

### **Snacks**

- Gum/candy/crackers/granola bars etc.

### **Things to avoid taking**

- Cologne/perfumes
- Expensive jewelry (or anything else of value that you'd be sorry to lose)
- Weapons, knives, sharp scissors etc.

### **Important Special Notes!**

If you can't carry it, don't bring it! There is a limit of two bags per person; one suitcase and one carry-on. There will also be a ServingHIM Field Mission Box/Suitcase full of supplies assigned to each person for check in. Your suitcase is to be no more than 62 inches in total (height, width and length) and cannot weigh more than 50 lbs. Your carry-on must fit under your seat and cannot weigh more than 20 lbs.

Any liquids you bring in carry-on luggage must be in no larger than 3 oz. bottles, and placed in one quart-size zip-lock bag.

### **While on the mission trip:**

Never go anywhere by yourself. Every time you leave the clinic or living quarters, make sure you go at least in pairs. Let the Trip Leader know where you are going. In a group, always take a head count. Passport and monies should stay in the dorm in a locked suitcase or in a safe location designated by your Trip Leader. Do not drink anything with ice, and do not eat lettuce or anything that requires cleaning with water - except food at the clinic dining room. Your Trip Leader will provide other rules to promote safety on your specific mission trip. Used bottled water to brush your teeth.