

Fund Raising for Short-Term Mission Trips (Policy)

- All short term mission trips are considered projects of FBCIT.
- The Missions Pastor must approve all fund raising efforts before any funds are received.
- All letters soliciting financial support must be approved and sent out from the missions office. FBCIT will provide the form letter and an accompanying envelope. (Contact Laura Cain for letters and envelopes)
- Checks must be made payable to FBCIT.
- All gifts to FBCIT are considered Donations; therefore IRS regulations strictly prohibit refunds for most situations. In the event of a medical emergency it is the responsibility of the participant to pay for medical bills incurred. This is not a covered expense by the church. Excess funds will not be used to cover unplanned medical emergencies.
- In the event that more money is raised than needed for a particular mission project, the additional money will remain in the mission trip account. **Note: There will be no individual refunds and monies cannot be carried over to other trips by individuals.**
- Additional funds will be used to fund project needs (i.e. building supplies, bibles, tracts) or to assist a team member who was unable to raise the total amount needed.
- All funds received will be used for ministry purposes and must be so used. Luggage, clothing, souvenirs and all other personal items must be paid for by the mission team member.
- You are encouraged to contribute personally to your own mission trip.
- We will not be able to supply any participant with the names of the donors.
- If fund raising events are necessary, then the money raised from those events must be turned in the day of the event or the following day, with a form balancing the amounts and a list of which participant or participants are to receive credit. This form should be signed by the two people responsible for balancing the funds at the event.
- Anyone who raises funds for a mission trip and then is not able to go, these funds cannot be held for you. If it is raised for a specific trip, the funds will go to that mission trip and remain in the project.
- Passports and Visas must be obtained at the expense of the participant and the cost for said items is not a reimbursable expense.

Signed by Participant: _____

Signed by Parent if Participant is a Minor: _____