



## Preparation Guide (Romania)

### A Note from Dr. Kevin Seidler

Welcome to the ServingHIM 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 Coordinator, check out the Frequently Asked Questions section on the web or e-mail us at [info@servinghim.org](mailto:info@servinghim.org). Get ready for a great trip!

Dr. Kevin Seidler, D.D.S.  
President, ServingHIM

### 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 set to go:

1. **Pray**
  - a. Commit to daily prayer for the ministry that will take place on your trip
  - b. Enlist people who will pray with and for you
2. **Fundraise**
  - a. Be aware of the financial deadlines
  - b. Talk to your friends and family about your trip
  - c. Write your fundraising letter and send it out with a response card and envelope addressed to you
  - d. Follow up with a call to those you sent the letter to
  - e. Send in your support checks and response cards to ServingHIM accompanied by a Donation Summary Coupon (be sure to make a copy for your records)
3. **Meet the Financial Deadlines and Know the Financial Policies**
  - a. Send in your funds by the half and final payment deadlines
  - b. Be aware of the Financial Policies for yourself and your supporters
4. **Get Your Vaccines**
  - a. Ensure your immunizations are up to date
  - b. Check out [www.cdc.gov](http://www.cdc.gov) for required and recommended immunizations
5. **Secure Your Passport**
  - a. Get your passport pictures
  - b. Apply for a passport right away (if you already have one, it must be valid at least one year after your trip)
  - c. Send in a photocopy of your signature/photo page to ServingHIM
  - d. If need your passport processed quickly, call 800-556-9990 or go to [www.pvsinternational.org](http://www.pvsinternational.org).
6. **Prepare for Ministry**
  - a. Write our your personal testimony and send it in by the half payment deadline (form found on page 8)
  - b. Study the language
7. **Pack**
  - o Pack the right stuff
  - o Remember: only one suitcase and one carry-on

## **Step One: Pray**

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

The key to our effectiveness this summer is prayer. Our ministry starts now through prayer, not just when we get there. Consider praying for the following as you prepare your heart and as God prepares our way. Enlist the prayer support of others as well.

- Effective ministry to the nationals
- Unity on the team
- Team leadership
- Fundraising
- God giving you His heart for the lost
- Health
- Safety

## **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 following steps are imperative as you start fundraising:

- Pray and ask God for grace and favor (James 2:2-3)
- Send out a letter to everyone you know (friends, family, co-workers, church members, neighbors). Don't leave anyone out. You may not know who God wants to work through to help you go.

### **Writing your Support Letter**

#### **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)
- That you will follow-up to see if they are intending to support you through prayer and/or finances

#### **What to include in the envelope**

- Support letter (example below)
- Response card (provided below) and a stamped envelope addressed to you

### **Tracking your Donations**

We recommend that you develop a tracking document of the responses you receive. Set a date to follow up by phone two weeks after sending the letters, check to see if they received the letter and ask if they have any questions. If they are sending financial support, ask them to notify you of their support so you can track your financial progress.

### **Coupons**

There are two coupons on the following pages. The first (page 3) is the response coupon that you will include in each fundraising letter along with a self-addressed stamped envelope. Your supporters can fill these out and send them back to you. There are three to a page (cut off one to include in each letter). The second (page 4) is the Donation Summary and is to be filled out by you and accompany any support checks you receive (by the half and final payment deadlines) and sent into ServingHIM. Please send checks only to the PO Box. Do not give your checks to another member on the team.

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

I will begin praying now for effective ministry to the nationals

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

\_\_\_\_\_  
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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Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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## Sample Fundraising Letter

March 7, 2008

<name of potential supporter>  
<address>  
<city>, <state> <zip>

Dear <name of potential supporter here>,

I am writing to let you know of an exciting opportunity. God has opened the door for me to go on a short-term mission trip to <insert country> with ServingHIM on <insert dates here>. I will be part of a team bringing crucial dental and medical aid to those who may not receive it otherwise. In addition, we'll have the opportunity to share the love of God with those who may be hearing this good news for the very first time.

<Describe how you became affiliated with ServingHIM or why you are going on this mission>

I want to invite you to be a strategic part of this mission. First, we would appreciate your prayers. We know that the ministry that takes place overseas starts now with prayer. Secondly, I'd appreciate your financial support to help cover the cost of the trip. The total cost is <insert cost here>. The half payment deadline (in order to purchase my international ticket) is due <insert due date>. The remainder is due <insert due date>. Funds cover all airfare, food, lodging and transportation associated with the trip. I cannot accomplish this task alone, I am asking for you to prayerfully consider supporting this mission.

If you would like to support the mission financially, please make checks payable to ServingHIM and return it to me with the coupon in the enclosed envelope. Note that donations made to ServingHIM are tax-deductible. Any funds raised above the base trip amount will go towards covering other costs associated with the trip (i.e. medical/dental supplies and evangelism/discipleship materials).

Thank you for your time and consideration, your support is greatly appreciated!

Sincerely,

<insert your name here>  
Missionary to <insert country here>  
ServingHIM

P.S. Your support, especially through prayer, is a vital part of seeing lives change during the mission trip. I will contact you within two weeks to see if you have any questions and if you would like to support this venture through prayer or finances.

### Where to Send Your Fundraising Support

Please send your support directly to **ServingHIM, P.O. Box 794151, Dallas, TX 75397** (accompanied by a Donation Summary Coupon). You may also hand your support in at an Open Meeting. Please do not give any checks or funds to another person on the trip etc. All funds must be submitted either through the PO Box or an Open Meeting.

### 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 that 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 (i.e. send a trip report, host a follow-up coffee etc).

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

### Financial Deadlines

The following are the deadlines per trip:

Trip Dates	Destination City	1/2 Pmt Deadline	Final Pmt Deadline
May 31-June 9	Bucharest	April 16	May 16
June 6 - 15	Bucharest	April 22	May 22
July 25 - Aug 3	Bucharest	June 10	July 10
Aug 1- Aug 10	Bucharest	June 17	July 17
Aug 29-Sept 7	Bucharest	July 15	Aug 15

**\*\*Note:** you are not guaranteed a spot on your trip until the ½ payment deadline is met (i.e. this will allow us to purchase your airline ticket for you). Please be sure to send in your testimony (see the Ministry Section below) by the half payment deadline as well.

### 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
- Do not send cash
- Copy all checks and the Donation Summary Coupon for your own records before sending

### Financial Policies

Be sure to inform your sponsors of the following:

To receive a tax deduction, sponsors must make their checks payable to ServingHIM. ServingHIM has been recognized by the Internal Revenue Service as a tax-exempt organization detailed in the Internal Revenue Code Section 501(c)3 and is eligible to receive tax-deductible donations. All contributions to ServingHIM are solicited with the understanding that ServingHIM has the complete discretion and control over the use of all donated funds. Contributions are NOT refundable nor can the donor or missionary request the contribution be designated to another person's account. All funds received and are at all times under the complete discretion and control of ServingHIM. Donated funds will be used in the furtherance of ServingHIM's tax-exempt purposes for missions work and evangelism.

Sponsors are NOT to place your name anywhere on the check. When sponsors send in a check, it should be accompanied by either 1) the response card or 2) a note stating that the gift to ServingHIM was made as a result of a request by <name of missionary>. If the check happens to be made out to you, please be sure to endorse the check before sending it in to ServingHIM (however, the donor will not be able to receive a tax deduction in this case).

### **ServingHIM Cancellation Policy**

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

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

Make sure your childhood immunizations are up to date. Please consult your family doctor, your local health department or [www.cdc.gov](http://www.cdc.gov) as soon as possible.

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

#### **Passport Photos**

You will need two identical 2"x2" photos, they cost from \$7-12.

#### **Applying for your Passport**

You must apply for one immediately; this process can take months. Applications can be found on-line at [www.travel.state.gov](http://www.travel.state.gov) or at your local post office. If you do not have a passport and you are under three months from your trip departure date, please contact your Trip Coordinator immediately.

You will need the following for your passport application:

- Passport application
- Processing fee
- Passport photos (see note above)
- 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 six weeks away from your trip and do not have your passport in hand (even if you've applied for one), please let us know immediately. Passport applications can take months to process and without one, you will not be able to go on a trip. We have a way to expedite passports through a contact in DC. If need your passport processed quickly, call 800-556-9990 or go to [www.pvsinternational.org](http://www.pvsinternational.org).

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

#### **Personal Testimony**

This is your opportunity to tell others what God has done in your life. Please write your answers to the following questions on the one-page sheet on page 8:

- What my life was like before I made a decision to follow Christ
- What led me to make a decision to follow Christ
- What my life is like now as a result of making this decision:

\*Be sure to send in your testimony to ServingHIM by the half payment deadline.

#### **Decisions**

When someone makes a decision to follow Christ, please write down their personal information so that the local church can follow-up with the new believer. Hand this information to your Team Leader.

#### **Bibles/Literature**

A new believer may not have a bible, you will want to provide them with one, or have their information so that the local church can bring them one during their follow-up visit.

#### **Follow-up**

You will want to invite the new Christian to attend a service at the local church. Be prepared to share times of upcoming services.

## **My Testimony**

Please fill in the following and send in by the half payment deadline for your trip. Please be sure to include any scripture relevant to your testimony.

**Name:** \_\_\_\_\_ **Trip:** \_\_\_\_\_

**What my life was like before I made a decision to follow Christ:**

**What led me to make a decision to follow Christ:**

**What my life is like now as a result of making this decision:**

## **Step Seven: Pack**

### **General**

- Passport
- Suitcase (with a lock) and back pack
- Copy of diploma and license (doctors and dentists)
- Bible and journal
- Paper, pen and address book (especially the addresses of your supporters)
- Copy of personal testimony (see above in ministry section)
- Bilingual dictionary
- Alarm clock (battery operated)
- Camera

### **Medicine**

- Prescription medication (if applicable)
- Pain reliever
- Pepto-Bismol
- Imodium
- Insect repellent
- Anti-histamines

### **Snacks**

- Gum/candy/crackers/granola bars
- Bottled water (a few bottles)

### **Toiletries**

- Shampoo, soap, deodorant, toothpaste, tooth brush
- Tissues (travel packs are great)
- Sun screen
- Make-up
- Hair dryer
- Adapter/converter

### **Clothing**

- Jeans for travel and free days
- Scrubs (if serving with medical team—must be profession 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
- Clothes for church service (women—skirt/dress, men—dress pants with polo or buttoned shirt)

### **Optional**

- US map (to show where you live)
- Family photos to share

### **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.

### **Special Note**

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 assigned to each person. Your suitcase is to be no more than 62 inches in total (height, width, and length) and can not weigh more than 50 lbs. Your carry-on must fit under your seat and cannot weigh more than 20 lbs.