

MIS Support Letters

1. Writing Your Letter

Here are some suggestions for writing your support letters. Remember, this is your personal letter so use your own style and wording. Keep the letter to one page!

Opening: Make it personal. Update them on what has been happening to you recently and other relevant personal information.

Body: Share the opportunity God has given you. Specifically that you are going with a team from Cedarville University through the Missions Involvement Services Department the country of....

Explain the work you will be doing.

State what your goal is as part of the team.

Ask prayer support for preparation, responsibilities associated with the ministry, sensitivity to God's working, and understanding of how this experience should influence your future.

You should include something along these lines for the financial/prayer section...

My main request is that you would fervently pray, even now as we continue our preparations for this trip. Your prayerful support is of vital importance in the success of this trip. Also, each participant is asked to help cover travel, room/board, equipment, and training expenses. My goal is to raise \$_____ toward the cost of this ministry. Would you consider supporting me financially for this trip? Through prayer and if led, financial support, you will be partnering with us as we seek to bring glory to God through serving Him and loving people.

Conclusion: Express thanks to them for their willingness to be a part of the ministry. Give assurance of a report letter when you return. Again, make this section personal.

2. Proofing and Editing

Send your completed letter to your MIS team leader to proof and make any suggested changes. It is always good to get a second opinion before publishing.

3. Important Reminders Before You Print:

Format: Your attachment must be in Adobe PDF format. Word documents are not acceptable. Directions to convert from Word to PDF: First, create your letter in Microsoft Word. When it is complete go to "Print" and choose "Adobe PDF" as your printer name. Click "Ok" and your document will be converted to PDF format. Save this

PDF file.

Number of Copies: The amount of copies you request depends on how many people you are sending the letter to. It's best to get your address database together first and then submit your request based on that number. Average is 50-75 letters. The more letters you send, the better chance you have of raising the full amount required!

Margins: Leave at least a 1.5 inch margin at the top of your letter to allow room for the MIS letterhead. If you do not do this, part of your text will be cut off.

Picking-up Your Letters: After you submit your print request form, allow 48 hours for printing and then go pick up your letter. Print Services will not notify you when it is ready, you just need to go pick it up. When you pick-up your letter, you will notice that another letter has been printed for you. This is the letter from our director, Brian Nester, which gives important information to the donor and is a requirement of the IRS.

Envelopes, Contribution Forms and Bookmarks: After you pick-up your letters, stop by the MIS office to pick up your MIS envelopes and contribution forms. In each letter you will include your letter, Brian's letter, a contribution form, and a bookmark. Bookmarks will be delivered directly to your campus mailbox.

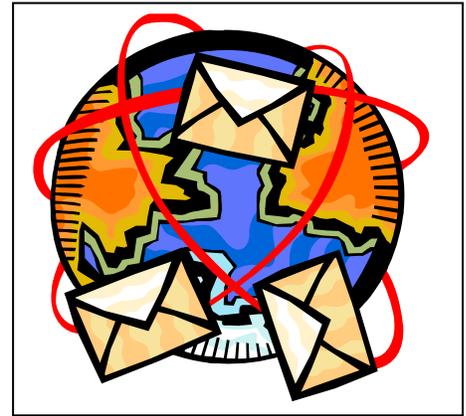
Sending Your Letters: When your letters are ready to be sent and are addressed, drop them off at the University Post Office. There will be a box on the counter that says, "MIS Letters." Put them in this box, with the envelope flaps **in the closed position**. They will stamp and seal the letters for you.

4. Submit Online Printing Request Form

Go to <https://www.cedarville.edu/cf/postalprintserv/misletterrequest.cfm> and complete the MIS Letter Request Form. Your letters will be printed at Print Services.

SUPPORT LETTER POTENTIAL CONTACT LIST

To aid you, we have provided a list of potential donors. Take plenty of time, an hour or more, to think through these categories. Push yourself! See if you can come up with at least 100-200 names to whom you can send letters to.



- ✚ Home Church
- ✚ Church Missions Committee
- ✚ Sunday School Classes
- ✚ Church Directory
- ✚ Pastors
- ✚ Bible Studies and Prayer Groups
- ✚ Parents
- ✚ Brothers
- ✚ Sisters
- ✚ Relatives (Aunts, Uncles, Cousins)
- ✚ Friends of Your Parents
- ✚ Church Friends
- ✚ Missionary Societies
- ✚ Parents' Employers
- ✚ Parents' Associates
- ✚ High School Teachers
- ✚ University Professors
- ✚ High School Friends
- ✚ University Friends
- ✚ Neighbors
- ✚ Former Neighbors
- ✚ Coaches
- ✚ Friends/Teammates
- ✚ Family Christmas Card List
- ✚ Spiritual Influences
- ✚ People You Have Led to Christ
- ✚ Dentist
- ✚ Dentist's Nurse
- ✚ Doctors
- ✚ Doctors' Nurse
- ✚ Community Leaders
- ✚ Rotary Club
- ✚ Family Attorney
- ✚ Christian Business Groups
- ✚ Barber
- ✚ Policemen
- ✚ Foundations
- ✚ Civic Clubs
- ✚ Chamber of Commerce Directories
- ✚ Referrals

Dear Friends and Family,

I do hope and pray that this letter finds you well! My third year at Cedarville University has been incredible. God has blessed me with many great friends, challenging classes to deepen my understanding of life, and opportunities to serve my peers and local community. I love ministry with all my heart; whether it's visiting a detention center in Xenia, witnessing to other college students at Wright State University, leading a discipleship group on campus, or building relationships with teens in Lebanon Ohio. My education and Bible classes keep me pretty busy, but I love everything that I'm learning.

In the midst of all these opportunities, God has opened up a door for me to go to the Dominican Republic on a fall break trip with Cedarville's Missions Involvement Services (MIS). My team will be using baseball as our basis for ministry. We will be there from October 15 - 20. Our team will be meeting fall semester to determine the exact ministries we will be doing there.

I would sincerely covet your prayers. As God continues to work in and through us I have a few requests for you to remember:

- for unity amongst the team members
- that financial support can be raised for all the team members
- that we will be ever focused on serving the Lord and His people
- that we will be an encouragement and blessing to the missionaries in the Dominican Republic
- that God will change us to be more like Him through this experience

I want to say thank you for all that you have already done for me in my life. I thank the Lord for such amazing friends and family that has spurred me on to pursue what is excellent in life.

My main request is that you would fervently pray, even now as we continue our preparations for this trip. Your prayerful support is of vital importance in the success of this trip. Also, each participant is asked to help cover travel, room/board, equipment and training expenses. My goal is to raise \$1500 toward the cost of this ministry. Would you consider supporting me financially for this trip? Through prayer and if led, financial support, you will be partnering with us as we seek to bring glory to God through serving Him and loving people.

I want to thank you once again for being so willing to invest in another person's life. God has brought me a long way- many times through His servants like you! I thank you for all the love and support you have shown me. Upon returning, I will be sending out reports updating how the ministry went and how God worked.

In Christ together we serve,
Tim Johnson

Dear Family and Friends,

Hello again!! Well, I am finishing up my first semester of my sophomore year at Cedarville. Classes are going well; I'm enjoying my social work (major) and psychology (minor) classes immensely. There are a few other classes in different concentrations that I hope to take, but my schedule seems to be filling up so quickly. Although there is an abundance of classes I'm interested in, I'm slightly anxious to get out into the "real world", but I know I need become more prepared. There are so many options of what to do with a social work degree that I am interested in, and I'm waiting for God to show me my passion that He wants me to have and continue to develop.

God has given me an amazing opportunity to join a team with Cedarville's Mission Involvement Services to go to Rwanda and Uganda, Africa this summer through WorldVenture. We will be doing ministries that care for orphans, street kids and child led households, work with some WorldVenture people involved in University ministry and church development, teaching and helping develop English with University students, looking at medical missions, and will also study the genocide of 1994 and the impact that such events have on the church and geo-economic conditions created by such extreme situations.

There is going to be so much involved in this trip, being May 30-June 27. It is considered a vision trip, opening up our lives and career goals to God. WorldVenture is asking all students on the trip to open their hearts for God to teach us what part we might play in ministries in the developing world. I feel this is going to be another step toward discovering what God wants me to do with my life.

I would like to ask all of you to be lifting this mission's trip up in prayer. There is a lot of preparing that needs to be done, information, and details that need to be worked out before we are even able to make the trip. I ask that you pray for my involvement in the trip, and that my heart will be especially soft and willing to listen to what God is telling me throughout this trip, what it is supposed to mean to me, how it is supposed to shape my future decisions. Also, for finances; that God will provide for everyone to get the amount needed for this trip. Please pray that God is working already in the places we will be visiting this coming summer. Pray that the people's hearts will be stirring for knowledge about God and that God will prepare these people for the hope we will try to show them. Also, that God will bring people into their lives right now to help show God's love a little more. Pray that even if we aren't the "defining moment" in their lives, that we could possibly be a step towards the Lord's hope and love.

Each participant is asked to help cover travel, room/board, equipment, and training expenses. My goal is to raise \$3,600 toward the cost of this ministry. Would you consider helping to defray these expenses? In doing so, you would become a part of this ministry, joining as a support member.

Whatever way you can help out, support is much appreciated. I just ask you to pray and consider how you could help me. I will definitely be sending letters when I return from my trip this summer to all of you and show you that greatness that God is. Thank you so much for being apart of this amazing opportunity in my life!

Love,
Lucy

Dear Family and Friends,

I hope you are all doing well. I cannot believe that I am finally enjoying my senior year here at Cedarville University! God has used this place and the people here to guide me and to shape me more into His image over the past four years. This semester I am especially blessed to be able to spend time with my freshman brother and a core of godly friends, some of which friendships I developed early freshman year. I am taking my final block of education classes, going on ambulance runs with the Cedarville Township Fire Department EMS, and working on my senior biology seminar.

I have been given the opportunity by Cedarville University and the Missions Involvement Services Department to minister in the country of Kenya through my spring semester student teaching. On January 24, the day after I present my senior biology seminar, I will be flying to Nairobi to teach for twelve weeks at Rosslyn Academy. I will be teaching Biology, AP Biology, and Anatomy & Physiology to high school students, most of whom will be missionary kids. I am greatly looking forward to ministering to these "third culture" students from over eighteen different nationalities.

Please pray faithfully for me in this endeavor. Pray that my preparation for the trip will go smoothly and be completed on schedule. Pray that God will keep me safe and that He will keep the Kenyan government stable. Kenya has one of the most stable governments of all the African countries, but terrorism and unrest are still present. Also, Nairobi is known for its high crime rate. I need to teach for a full ten weeks to receive credit for student teaching, and MIS will not hesitate to fly me home should anything happen. Pray that I will adapt well to the new culture and the distance—handling the transitions with grace and strength from the Lord. Pray that my teaching and ministry to the students are effective—influencing students for life and for eternity. Finally, please pray that God gives me direction in what to do and where to go after I return and that I am sensitive to His working in my heart. I am currently planning to let my light shine for Him in a public school in the United States or in an overseas school, but I have no idea where. If you want to pray that He brings me to a godly husband as well, I would much appreciate it.

My main request is that you would fervently pray, even now as we continue our preparations for this trip. Your prayerful support is of vital importance in the success of this trip. Also, each participant is asked to help cover travel, room/board, equipment and training expenses. My goal is to raise \$3,000 toward the cost of this ministry. Would you consider supporting me financially for this trip? Through prayer and if led, financial support, you will be partnering with us as we seek to bring glory to God through serving Him and loving people.

Thank you very much for your willingness to be a part of this ministry. I will send out a report letter when I return, and I will also be sending out weekly or biweekly email updates while I am in Kenya. If you would like to receive them, please let me know at smith@cedarville.edu.

Thank you very much for your prayers and for your friendship over the years.

In His service,