









GENERAL OUTLINE & SUGGESTIONS FOR SUPPORT LETTER

1. *Use your own words!*
2. *Include in the letter the following information:*
 -  The name of the team (Operation Barnabas) and that CE National is the sponsor.
 -  Where the teams are going and the dates.
 -  What Barnabas is all about and what you would be doing
 -  What you hope to gain from the experience.
 -  Your financial needs and what it covers. The cost you state is the cost given you by CE National as the amount due to our office. **Any additional amount added for ministry related expense must be approved by CE National and listed separately in your support letter.**
 -  Where you send the money. Ask your church to set up an OB account for your financial support. If the church agrees to set up an account for collecting your OB money, you will need to add a statement to your support letter "Monies sent to my account at the church will be receipted as a tax deduction". If the church does not agree to do so, gifts should be mailed directly to CE National and are **not** tax-deductible. Do not request money to be sent directly to you personally.
 -  Ask for their prayer support as well. This is just as important as the financial aspect.
 -  Thank them; in this letter and if they contribute. Communicate with them during OB and after. Let them know the impact it's had on your life.
3. *Be brief. People are much more likely to read a short letter.*
4. *Who to send the letter to:*
 - Your friends and friends of your parents
 - Relatives
 - Anyone who is interested in you
5. *The letter should be typewritten and neat. If you don't have a computer or typewriter at home, perhaps you could use one at the local library, the church office, or at your school. Sign your name to each letter individually. If you are doing a "form" letter, you may want to add a personal note on some. Have it "proofed" by an adult for errors.*
6. *Use the enclosed sample as a guide, but be sure to use your own words and thoughts in the letter.*
7. *Before printing and mailing your letter, it must be approved by a pastor or youth sponsor. Ask them if your letter is appropriate. Remember, it must state CE National as the sponsoring organization.*