

# What You Need To Know About the Cost of Your Short-Term Ministry Trip

International Messengers (IM) is unique in the way we finance the support and care of our career missionaries. The amount that you've been asked to raise will help decrease the amount of overhead of our career staff and will ensure follow up of the ministries you'll be involved in. We are concerned about being accountable to you for what we charge.

## **COST** (*Costs are subject to change*)

As with all International Messengers missionaries, you are responsible for securing all necessary funds for this ministry.

### Your cost covers:

<b>Room &amp; Board</b>	During training and in the country of service.
<b>Travel</b>	Designated mission travel <i>within</i> the country of service.
<b>Special Activities</b>	For the purpose of cultural enhancement and increasing mission understanding (may include sightseeing, etc.)
<b>Administration</b>	Field paperwork, preparation and training materials, set-up, publicity, etc.

### Your cost does not cover:

<b>Travel</b>	<i>Passport, Visa (if required), airline ticket</i> , and travel between your place of residence and training.
<b>Personal</b>	Prayer letter, personal spending, gifts.
<b>Food</b>	Eating out or travel (that is not a part of the designated special activities), food to and from training.

## COST BREAKDOWN SPECIALTY CAMPS/MINISTRIES (e.g., Joshua Project, Soccer Camp, Day Camps)

<b>COST = IN-COUNTRY COSTS:</b>		
Subsidy for Students		These three— <i>subsidy, in-country costs, in-camp costs</i> —vary by camp and are each determined by the specific in-country <i>budget</i> submitted by IM Staff hosting the camp.
In-Country Costs	←	
Out of-Camp Costs		
<b>PLUS STATESIDE COSTS:</b>		
Overhead (includes the following):	\$400.00	Cost = Budget + \$660
<i>Recruitment</i>		Note: If English will be taught an <i>additional \$90</i> for camp materials fee will be added to the cost.
<i>Secretary Salary Subsidies</i>		
<i>Emergency Ministry Subsidies</i>		
<i>Office Operations</i>		
Overseas Staff Care	90.00	Special Discounts: ♦ Pastors (and their spouses) = Discount of \$150 ea. ♦ Youth ages 3-17 ( <i>going with a parent</i> ) = 33% discount
Training	90.00	
IM Leadership Airfare	60.00	
Insurance	<u>20.00</u>	
<i>Stateside Costs</i> →	\$660.00	
<i>plus In-Country Costs</i> →	<u>varies</u>	
= <u><b>COST**</b></u>		** <i>Cost does not include your airline ticket.</i>

## DONATIONS

Tax-deductible receipts will be issued to anyone donating to International Messengers for the short-term program. All checks must be made payable to **International Messengers** and the donor's name and complete address must accompany the check. A memo must also be attached indicating whose ministry the donation is for. If you use response forms, have them sent with the checks to our office.

If you receive *cash*, please *keep that money*, and make out, in turn, a check payable to **International Messengers**, attaching a memo indicating *whose ministry* the donation was given for, *by whom* the money was donated (supply the name and complete address), and *the amount* of the donation given by that person. This information is necessary for issuing a tax-deductible receipt. Financial disbursement is at the discretion of International Messengers. If you have questions, please direct them to us.

Should you receive any *checks made out to you personally*, please write "Payable to International Messengers" on the back of the check, and then endorse (sign) beneath that.

All *US* donations should be sent to:

**International Messengers**  
P. O. Box 618  
Clear Lake, IA 50428-0618

All *Canadian* donations should be sent to:

**International Messengers**  
PO Box 11022  
1945 McCallum Road  
Abbotsford, BC V2S 0E4

Donations can also be made on-line. Go to [www.im-usa.org](http://www.im-usa.org) or [www.im-canada.ca](http://www.im-canada.ca) and click the Donate button to see options.

## REFUNDS

All money donated to International Messengers is non-refundable. Due to tax regulations, monies donated to a non-profit tax exempt organization cannot be refunded.

If you are unable to go on your mission trip, or if you raise more than your required amount, the funds in your account will be held for your use on your next trip with IM through the end of the next calendar year. You may also transfer your funds to help other short-termers, IM staff or special projects within International Messengers. Transfer requests must be in writing (letter, fax, or email), sent to IM Accounting office or [jpaul@im-usa.org](mailto:jpaul@im-usa.org).

## FUND RAISING SCHEDULE

- Group/Church Team Applicants – A \$100 *Commitment Donation* is required to accompany your application. This \$100 *will be* credited toward the total amount to be raised.
- Individual Applicants – A \$100 *Commitment Donation* is to be sent along with your signed response to our *Invitation to Serve*. This \$100 *will be* credited toward the total amount to be raised.
- If we are securing your ticket, \$1000 is requested prior to purchasing your airline ticket.
- NOTE: If you send in funds to *expedite the purchase of your airline ticket* and want to get all or part of those funds back, please clearly state that the \$1000 is for "**Airline Ticket Deposit**". These funds will *not* receive a tax-deductible receipt and can be refunded after the trip by contacting the accounting department. A partial or full refund amount may be given depending on the amount that is left in your account *after* trip costs are covered. This option is available *only for* deposits sent directly to the Clear Lake office and is not available through on-line donations. Let Paul in our accounting department ([jpaul@im-usa.org](mailto:jpaul@im-usa.org)) know if you have any questions at all about this.
- If you personally purchased your ticket, IM will reimburse you—upon request—by contacting the accounting department. Your reimbursement will be partial or full depending on the amount that is left in your IM account *after* your trip cost has been covered. There is no administration fee for this service. Let Paul in our accounting department know if you have any questions about this. You can reach him at [jpaul@im-usa.org](mailto:jpaul@im-usa.org) or at 641-357-6700.
- 50% of the total amount is requested 60 days prior to departure date.
- 80% of the total amount is requested three weeks prior to departure date.
- 100% of the total amount is requested to be received prior to departure date.

## RECEIPT REPORTS

Individuals will be receiving regular reports of the donations that have been receipted by International Messengers toward their ministry support. These reports, along with Prayer Partner responses, will be sent periodically. A church team may choose to have all reports sent to their Mission Committee instead of to each individual.



Questions? In US please call 641-357-6700 or email [mary@im-usa.org](mailto:mary@im-usa.org)  
In Canada please call 604-855-4433 or email [gene@im-canada.ca](mailto:gene@im-canada.ca)

