



2023 Travel Teams | Finance Policy

Support Amounts for Momentum Travel Teams 2023:

Ministry Experience Team = \$2500*; Worship Ministry Team = \$2750; Worship Tech Team = \$2750; Sports Ministry Team = \$2750

The cost of the Travel Teams tour includes:

1. Confirmation deposit (\$250). *(deposit is refundable up to March 15, 2023)*
2. Food and lodging
3. Training Materials, On Track Devotions, and other equipping materials
4. Equipment (transportation/vehicle expenses, team equipment, mailings)
5. Expenses on tour (ex. Food, laundry)
6. If flying to orientation, transportation from designated airport to orientation location
7. If flying home, transportation to designated airport if needed
8. Leaders' stipend and expenses (transportation and training)
9. One team shirt
10. Momentum Youth Conference Cost (**Not included in the Ministry Experience Travel Team for 2023)

The above cost does not include transportation from your home to orientation site & from debriefing site to home when Travel Teams is over.

Dropping out of Travel Teams:

Note – In all situations, the travel team applicant, not the pastor or youth pastor, is responsible for informing Momentum Ministry Partners if he/she is no longer planning to participate on Travel Teams 2023.

Notification of drop is by or before March 15, 2023:

- ◆ The \$250 confirmation deposit is refundable or transferable to another team member
- ◆ no penalty is assessed to the account

Notification of drop is between March 16 – May 1, 2023:

- ◆ A 33% administrative fee will be assessed to the Travel Teams support total. The Travel Team applicant is responsible for this amount, whether it has been sent in to Momentum Ministry Partners yet or not. If money is already in the account, the 33% will be deducted. If this total is not already in the account, the applicant will be invoiced for this amount or difference from what is in the account.
- ◆ Any remaining balance will be refunded to the specific donor and/or transferred by request and permission of the specific donor. No funds can be refunded to an individual Travel Team applicant unless such funds are received directly from the Travel Team applicant or parent.

The Travel Team applicant can opt to transfer remaining funds to another Travel Team applicant of the same year.

Notification of drop is between May 2 – May 31, 2023:

- ◆ A 67% administrative fee will be assessed to the Travel Team support total. The Travel Team applicant is responsible for this amount, whether it has been sent in to Momentum Ministry Partners yet or not. If money is already in the account, the 67% will be deducted. If this total is not already in the account, the applicant will be invoiced for this amount or difference from what is in the account.
- ◆ Any remaining balance will be refunded to the specific donor and/or transferred by request and permission of the specific donor. No funds can be refunded to an individual Travel Team applicant unless such funds are received directly from the Travel Team applicant or parent.

The Travel Team applicant can opt to transfer remaining funds to another Travel Team applicant of the same year.

Notification of drop is on or after June 1, 2023:

- ◆ No refunds issued due to costs already incurred by Travel Teams and Momentum Ministry Partners.

Financial Refunds/Reimbursement of Expenses:

Please read this carefully before requesting reimbursement of Travel Team funds

1. All money received in the office will be credited to the account of the travel team applicant indicated.
2. Only after the full support money total for the Travel Team has been received will we begin to accept requests to transfer funds or for reimbursements. Requests for reimbursement will be processed by the Momentum Ministry Partners finance office.
3. Money that exceeds the Travel Team Support Total may be reimbursed to the family for the items listed below.
 - a. For transportation - to orientation and home after the ministry is over. Record is needed of the number of miles traveled by car, airline ticket receipt, gas receipt, etc. (please note—for those traveling by car, you may choose to either submit gas receipt or mileage but not both) Before reimbursement is possible, an official receipt (can be a photocopy as necessary) must be on file in our office. ***PLEASE NOTE – we are not able to reimburse for cancelled flights where you received credit/miles to use for a future flight.***
 - b. For family contributions - Money paid by the individual travel team applicant or parent of the applicant can be reimbursed, once the support need is met.
4. If, after the above expenses have been reimbursed, there is still money left in a travel team applicant's account, it can be:
 - A) refunded to the original donor
 - B) applied to another Travel Team applicant's Travel Team account with Momentum Ministry Partners
 - C) donated to the Travel Teams Scholarship fund
This account is funded by the donations of others so amounts available to be awarded are dependent on what comes into the account.
 - D) applied to the Travel Teams general account
5. All requests for reimbursements must be made by **August 15, 2023**. Our fiscal year ends in September, which means individual support accounts will be cleared by this date and reimbursement/transfer will no longer be possible.

Please note: Credit card donations and check donations from donors are accepted in good faith for the student's Travel Team support. Should a check be returned to Momentum Ministry Partners for insufficient funds or a donor disputes a credit transaction for a Travel Team student support, the student will be expected to make any necessary payment to justify the Travel Team support account.



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RAISING SUPPORT FOR Momentum Travel Teams Information and Suggestions

1. **Send** out support letters and post need on social media!

- A. Some students are hesitant to ask others for support funds. In that this is a mission-trip experience, you will find some people will want to contribute to your support total. Please check out the sample support letter, make it your own, and send out to friends, relatives, and your church family. A number to strive for in sending out letters is 40.
- B. We also have a giving platform called GIVEBUTTER where you can send out or post a personal giving link that goes directly to your account. You can track your fund-raising progress using this tool. 100% of all online donations given through GIVEBUTTER will be credited to the applicant's account. See instruction sheet titled: **Setting Up Your Fundraising Page**

2. **Consider** your own savings and resources

- A. This opportunity is as valuable as school or other things for which you might set aside finances.
- B. You may be able to earn a portion of it by getting a part-time job, babysitting, or doing odd jobs for neighbors.
- C. Travel Team applicants and families should expect that they will need to raise at least part of their support themselves.

3. **Ask** for support from friends, relatives, neighbors, and your church family.

- A. This is a mission experience—we have found that people are often glad to give a donation to someone asking for funding for a mission trip.
- B. Some students have even gotten donations from local businesses or matching fund contributions. Don't be afraid to ask! Remember to emphasize that donations to your Travel Team support are tax deductible.

4 **Talk** to your Pastor/Youth Pastor about:

- A. General church support. How much can they help? Can people give to you thru the Sunday offering? Perhaps you could give your testimony in church, put an announcement in the bulletin or church newsletter, have your name presented as a prayer request at a prayer meeting.
- B. Perhaps a youth group, adult Sunday school class, church women's group, small group or other organization could take on your support as a special project.
- C. Some civic organizations may help and this could be an opportunity to share your faith.
- D. Fundraisers—is your church willing to help you sponsor some type of fundraising activity/event?

5. **Raise** money thru personal fundraisers

Students have done everything from selling baked goods, mulching, washing cars, church dinners, and holding auctions or garage sales in order to raise their summer ministry support. Several years ago, one student from Virginia raised all her funds in one day by getting permission from her local WalMart and setting up a table at the entrance! Sometimes local restaurants are willing to give you a portion of their profit for one day. Don't fear expressing financial needs, but make sure you enlist the wisdom of your parents and/or youth leaders to help guide the process.

6. **Keep** track of your individual Travel Team support account.

When our office receives funds by check for your Travel Team support, these amounts are entered into your individual Givebutter account. Credit card donations received thru your individualized Givebutter link can be tracked there as well.

7. Communicate thanks and report on your ministry.

The more people who contribute to your support, the greater responsibility you have, to communicate thanks and to report on your ministries. Make sure you contact each of your individual donors with a note or other expression of your appreciation—we would recommend that you send a thank you before you go on tour and then another note of thanks, at the end of the summer.

8. Leave it in the Lord's hands.

Thank the Lord for His goodness and trust Him that He is doing what's best for you - whether you struggle at gaining support or not. Take initiative in seeking ways to get your support needs met. We are always amazed at the testimonies we hear at of how God has supplied thru various circumstances and people for the Travel Team students to participate! Note that there may be scholarship help available; an application is required and an expectation of student and family contributions (see #1). Scholarship applications are available in May by emailing travelteams@buildmomentum.org.

9. Begin to raise support now.

One mistake students make is waiting too long to start seeking support. Now is the time to work on a support letter and get it sent out! Remember these important financial dates:

- \$250 Confirmation Deposit (Refundable up to March 15, 2023)
- 1st Half of your Support Funds Due by March 15, 2023
- Remaining Support Funds Due by June 1, 2023

Your total support must be in your Givebutter account by June 1.

Totals for individual Teams:	Ministry Experience Team	\$2500
	Worship Ministry Team	\$2750 (includes Momentum Youth Conference Registration)
	Worship Tech Team	\$2750 (Includes Momentum Youth Conference Registration)
	Sports Ministry Team	\$2750 (Includes Momentum Youth Conference Registration)

Note – we do not charge late fees but do appreciate timely payments. If additional time is needed to meet any deadlines, please contact travelteams@buildmomentum.org - communication is the key!

Our experience here at Momentum Ministry Partners has been that the Lord does supply our needs and we have never seen a summer ministry applicant who knew that he/she was supposed to go on a traveling team not be able to go because of finances. Our God is great and there are all kinds of ways that He uses to surprise and delight us with His blessings!

Setting Up Your Fundraising Page

To raise funds for your Travel Team experience, you will need to set up your own page as a team member of our fundraising platform, which is called Givebutter. To set that page up, visit this link:

<https://givebutter.com/2023TravelTeams/join>

When you visit the page, a pop-up box will appear that asks you to “Select your team.” From the dropdown box, choose the Travel Team you are participating in this year and then click “Continue”.

On the next page, click the yellow “Sign up with email” button, you will then be prompted to fill in your name, email, phone number and a password (which must be 10 characters). Then click the blue “sign up” button. You’ll then see a confirmation page of your sign up and it will take you to your page.

On your page, a new pop up will appear, be sure to read each piece before clicking “next” as it will give you an important tour of the features of the page that you will need to complete your setup.

To finish your setup:

1. Click on your name in the upper right-hand corner, on the dropdown click “My Profile”.
 - a. On the next page, click “Upload” below the circle next to your name to upload your picture. Then click the back button to return to your fundraising page.
2. Below the header image, find your name next to your profile picture. In the upper right corner of that box, click “Edit my page”.
 - a. In the pane that appears on the left, at the top, in the box below “Your Goal” enter your fundraising goal.
 - b. Under the goal, click “Edit your story.” A box will appear in the middle of the page where you can enter your story about why you are participating in Travel Teams, what you hope to accomplish, and asking your friends and family to support you with a financial donation and prayer.
 - c. When you’ve completed those two items, click “save” in the left pane.
3. Next, click “share my page” (next to where you clicked “edit my page”). This will open up a pane on the right side. This is where you will get the link that you can send to anyone who wants to donate to you, as well as share directly to specific social media links.
 - a. We suggest sharing this link directly with friends and family, and not using Givebutter’s invitation features. If you use their invitation feature, they will automatically send your contacts reminders and updates which we cannot control or edit. So to keep your communication fully in your control, we recommend copying the link and pasting it into your own communication pieces.

For Your Supporters

When you supporters visit your link, they’ll click the blue “Donate” button in the upper right corner.

On the pop-up box that appears, they can choose the amount they want to donate, and if they want to give a one-time gift or a monthly gift to your effort. They should not change any of the other settings. Then click “Continue”.

On the next box, they’ll be able to enter their name as they want it to appear on your list of supporters and write you a personal message if they want.

On the last page, they can adjust the optional fee coverages, choose to hide their name from your list of supporters if they wish, and select their payment type. Then click “Finish”

When they have completed their donation, it will be credited to your page and you’ll be able to see it listed in your list of donors and you’ll see your total amount raised increase by their donation amount.

If one of your supporters, would like to donate by check, have them make out the check to Momentum Ministry Partners. They should include ‘Travel Teams’ in the memo, with your name so that we can attribute it to your fundraising account. They should then mail it to the address below. When it arrives, we will upload that to your Givebutter page, so that you’ll be able to see that reflected in your total when you check your page.

Mailing address for checks: *Momentum Ministry Partners, PO Box 365, Winona Lake, IN 46590*

SAMPLE TRAVEL TEAMS SUPPORT LETTER

Note that you will want to modify this letter with your specific team's details – this is written as if a student is going on the Ministry Experience Travel Team, so you will want to edit as needed and just use the template as a general guideline.

Date

Dear Friends and Relatives,

I recently received word that I have been accepted to serve with Momentum Travel Teams this summer! While the name Travel Teams may not be familiar to you, the concept of high school students being equipped in ministry has a history of 49 years with Momentum Ministry Partners. Travel Teams give students exposure to a wide variety of ministry models under the leadership of ministry professionals and adult leaders.

The Ministry Experience Travel Team will be traveling for three weeks, starting June 13 and will conclude on July 5. Our home base is Norwalk, California at the Urban Center in Southern California. We will deploy from there, partnering with local churches and para-church ministries, learning from them and serving alongside them. This summer will be one of great spiritual challenge to me. I will get first-hand experience in ministry and leadership training. The adult leaders on the team will be challenging me to greater growth in the Lord. I will have many opportunities to be a part of something bigger than myself as I minister to other people.

Each team member is responsible to raise their own support for training, housing & food, transportation on tour, equipment, and other related expenses. The finances due to Momentum Ministry Partners, which is the parent organization for Travel Teams are \$2500 (In addition, I would appreciate raising \$_____ to cover the cost of my transportation to the Travel Teams orientation). Any donation would be greatly appreciated. Please send donations directly to

_____ **see note below*

Note—Each student receives a custom link to use as a fund-raising platform to share with family, friends, and your church. This platform not only accepts credit and debit cards, but also allows venmo transfers. Students are able to track their own balances and keep up to date on needed support totals. If any of your donors wish to give you a check, those may be sent directly to Momentum Ministry Partners (PO Box 365, Winona Lake, IN 46590). When sharing instructions regarding checks, please include that all donation checks should be made out to Momentum Ministry Partners and include the specific name of the student. Gifts to your support given directly to your fundraising platform or to Momentum Ministry Partners are tax receipted. If the sending church prefers that gifts be sent directly to them, that is fine too. You will need to discuss this with your sending church to determine which method they would prefer. Then make sure you include specific instructions in your letter for where and how people should give to your Travel Team support. **Do not request donations be sent directly to you – those gifts are unable to be receipted.*

I would like to ask you to pray for me as I prepare for this ministry this summer, that God will challenge me and use me to minister to others. Thanks for much for your help and interest.

Sincerely (or your choice),



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TRAVEL TEAMS

Reimbursement Request

If there is an overage in the Travel Team student account, please use this form to indicate how you would like to handle the extra funds. Even if you had previously emailed about how you would like to have your overage funds dispersed, this form is the official request we use to start this process. **Please note – checks for reimbursement amounts to the Travel Team students or to the donors will be issued as time allows due to the busy summer schedule with office staff travel for ministry events. We appreciate your patience!**

Name of Student: _____

Please choose one or more of the following options:

- 1) **Personal Family Contribution:** you may request reimbursement for any overage as a result of personal contributions (including deposit) you gave towards your student's Travel Team support.

☐ Check # _____ & amount _____

Or

☐ date of credit card charge _____ & amount _____

Note: Reimbursement is only issued up to the amount of the overage

- 2) **Transportation:** to Travel Team orientation and home after tour is over. Record is needed of the amount spent for airline ticket, number of miles traveled by car or gas receipts, etc.

☐ travel reimbursement—amount _____

Receipts are required in order for us to be able to reimburse for these expenses and can be attached to this form

- 3) Hold my money for student, towards support money total for **Travel Teams 2024**

If you are an underclassman, one option is for us to hold money for another Travel Team experience in 2024. Students are able to go on Travel Teams multiple times as the location, leaders, and ministry experiences are new every year! At this point, we do not know dates, tour location, or the cost of the tour in 2024. (please note that if student does not use the held funds the following year, they will automatically go into the Travel Teams scholarship fund – there are no refunds after August 15, 2023)

☐ Please hold my overage for participation on Travel Teams 2024

- 4) **Donation to Travel Teams ministry:**

There are two different account options to which you can donate to assist with the Travel Teams program.

☐ Travel Teams Scholarship fund—amount _____

This account is funded by the donations of others so amounts available to be awarded are dependent on what comes into the account. Could go towards 2023 students still paying towards balances or go to future Travel Teams students and leaders

☐ Apply to the Travel Teams General account—amount _____

This would go to the operating expenses of the Travel Teams program, including materials, transportation expenses, programming equipment, leader costs, and resources.

Parent/Guardian Signature _____

*To be reimbursed for required expenses (ie. Plane ticket) a receipt with the cost is needed. If questions, please see Travel Teams Finance Policy. Please turn in all reimbursement requests at the same time. Travel Teams reimbursements requests must be postmarked by **August 15, 2023**. If no reimbursement request is received, overages will automatically go to the Travel Teams General Account.*

Momentum Ministry Partners

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Phone 574.267.6622

travelteams@buildmomentum.org