



WELCOME TO THE ARISE MINISTRY PROGRAM!

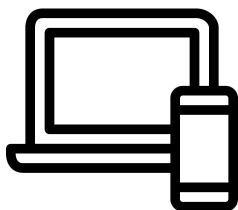
As you start your journey as an intern, let us say this up front: the Ministry Program is built on our desire for the holistic development of interns to take priority over the intern's utilization. **To put it another way, we are more concerned with how you will grow through your internship experience than what you can do for us.**



Our desire is that you never feel like just an intern ("Get me some coffee, intern!" is not a phrase you'll hear around the office). You are an integral part of AMI's mission to Awaken, Arise, & Activate for Jesus Christ! We look forward to working alongside you as you serve in areas that utilize your gifts and ignite your passions.



Now that you've been accepted into the Intern Program, **it is time to turn your attention and efforts toward fundraising**. We realize that fundraising may feel like a daunting task at first, but it doesn't have to be stressful or unpleasant. Ultimately, by offering your friends and family the opportunity to support you prayerfully and financially, you are offering them the opportunity to partner with you in impacting the lives of the people you serve.



The following pages are a tool for your fundraising process, including instructions for writing your support letter, instructions for seeing your fundraising progress, FAQs and more. We hope these instructions, tips and examples will help your fundraising process go smoothly.



Please don't hesitate to be in touch if you have any questions along the way. For ministry-specific questions (e.g., what you'll do during your internship, what schedule you'll work, etc.), your ministry supervisor is the best resource for you. If you have general internship questions (e.g., general guidelines, fundraising questions, etc.), Jennifer Jones is a good place to start; she coordinates the Intern Team, which is a group of staff who oversee the Intern Program in general (jen@awakeningmintl.org).

FUNDRAISING: STEP BY STEP

1. Pray. Your entire fundraising process should be prayerful. *“Devote yourselves to prayer, being watchful and thankful.”* - Colossians 4:2

2. Complete the Fundraising Disclosure Form. Once you have read this packet, please complete the form on Page 10, make a copy for yourself, and return this form to ensure we’re on the same page about the process and expectations.

3. Create a contact list. Your contact list should include everyone who might be interested in your internship opportunity. See Page 3 for ideas on building your contact list.

4. Write your support letter. Your letter should be concise, compelling and personal. Help people grasp why you want to be a part of the ARISE Program, and communicate why you see it as a part of your journey. Also, make a clear ask of people to support you prayerfully and financially, and make it simple for them to respond by providing clear directions (a key part of this is to include a link that goes directly to the online giving page for your internship; more info about that on Page 4). To take advantage of that easy online giving link, we encourage you to prepare your letter so that it can be sent electronically via email.

5. Send your support letters. As stated above, we strongly encourage you to send your letters via email to take advantage of the user-friendly online giving. If you choose to send hard copy letters, a giving instruction sheet that you should print and include with your letter is on Page 6.

6. Follow-up on your letters. A personal face-to-face ask is the most effective fundraising method. Follow up your letter with a phone call to set up face-to-face meetings. Send updates to those who have already given financially so that they can stay up-to-date on your progress and any prayer requests you have. See Page 8 for phone call scripts to help guide the conversation.

7. Thank your donors. Handwritten notes are a great, personal way to thank donors.

8. Keep tabs on your fundraising progress. You can visit your Internship page at any time to see your fundraising progress (more info on Page 4). Remember that the goal stated in your hire letter must be met in order to start your internship on time. Send regular updates.

9. Send updates to your donors throughout the duration of your internship. People supported you for a reason—they care about YOU and the work you are doing! Ensure to take them along for the ride.

FUNDRAISING: YOUR ONLINE GIVING LINK

As a part of preparing your support letter, be sure to include a link that goes directly to the online giving page for your internship.

- AMI will provide an individual giving page that...
 - Is tailored to your story & personality,
 - Shares your financial goals & progress, and
 - Will send you an email after each donation.
- Your giving page is:
 - <https://awakeningmintl.networkforgood.com/projects/>_____

FUNDRAISING: KEEPING TABS ON PROGRESS

You can visit your Internship page at any time to view your fundraising progress.

- Online gifts are reflected immediately;
- Any checks or cash mailed to AMI will reflect in your progress bar after Accounting processes the check and cash contributions (typically on Mondays).

FUNDRAISING: WRITING YOUR LETTER

Below is a suggested format for your letter. If you'd like someone to read your letter before you send it, please let us know!

Section 1: Give brief highlights on what you've been up to recently

- For example:
 - *I just finished my junior year at North University and am majoring in XXX. Also, I've recently enjoyed serving in the Kids Ministry at my local church for the past three years and loving it!*

Section 2: Provide information about your internship opportunity

- For example:
 - *In August, I will start an internship in the Development Track with Awakening Ministries International (AMI). As a part of this internship, I will be working closely with AMI Finance and Fundraising Team Members. My specific goals/projects as a part of this internship are... I am most excited about.... You can learn more about AMI by....*

Section 3: Let people know how they can partner with you (be specific!)

- For example:
 - *Most importantly, I need prayer. Prayer for the team members and partners I will be working with, for the relationships I'll build with my team, and for my own personal journey.*
 - *Also, in order to participate in the internship, I need to raise \$XXXXXX by DATE. I ask that you prayerfully consider giving financially. Any amount is a blessing and will have an impact.*
 - *You can give online toward my internship by clicking ***THIS LINK** (*include your online giving link here).*
 - *If you'd prefer to give by check, checks can be written to AMI; make sure to put **ARISE Intern** in the memo line, **do not** write my name on the check (per IRS standards) but include a small piece of paper with my name on it, and send it to PO BOX 14421, OKC, OK 73113.*

FUNDRAISING: HARD COPY LETTER INSERT

If you choose to send hard copy letters, include the following response card with your letter. You simply need to write in your specific website details. (there are 2 copies of the card on this page; print the desired amount and cut them apart).

Thank you for your support of the ARISE Intern Program!

To give online, please follow these three steps:

1
Go to

<https://awakeningmintl.networkforgood.com/projects/> _____
and click **DONATE**
Choose gift amount (or customize),
Choose Donation Frequency, and
Click **DONATE**.

2
Create a Donor Profile

(or connect your gift with your Facebook Account)

Then click **CONTINUE**,

Input your contact and billing info,

Review your information,

and

Click **COMPLETE TRANSACTION**.

3
Choose a **PASSWORD** to login and access your giving history
(or login with your Facebook Account)

and

Look out for your **confirmation email** from AMI!

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Choose a **PASSWORD** to login and access your giving history
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Look out for your **confirmation email** from AMI!

If you prefer to give by **check**, please make the check out to **AMI**
and write ARISE Intern in the memo line.

DO NOT write the intern's name on the check per IRS standards.

Mail your check to **AMI, PO Box 14421, OKC, OK 73113**.

If you have any questions about the giving process, please contact
giving@awakeningmintl.org or call (405)673-1264 (ext. 2)

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FUNDRAISING: IF SOMEONE GIVES CASH

While online or check gifts are most common, sometimes someone gives in cash. If that happens, print the card below (there are 3 copies on this page), complete the information, and then mail or drop off the cash and card at the AMI Office.

Thank you for your support of AMI's ARISE Intern Program!

INTERN NAME: _____

DONOR NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

DONATION TOTAL: \$ _____ DATE: _____

Interested in giving online? online giving is an easy and secure option for giving to the ARISE Program.

Simply visit

<https://www.awakeningmintl.org>

click GIVE and

Select "ARISE Intern Program" as your cause.

Thank you again for your support of AMI's Intern Program! If you have questions about the giving process, please contact

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FUNDRAISING: FOLLOW-UP ON YOUR LETTERS

After sending your emails/letters, a follow-up phone call can help people respond to your ask. With these conversations, just **be yourself**. It doesn't have to be awkward. You're giving people an opportunity to partner with God and you in kingdom work. In the end, your relationship with them is more important than getting their money.

Initial Follow-Up Phone Call

- Do you have five minutes to talk?
- I'm calling to follow up on the email/letter I sent about my internship with Awakening Ministries International. Did you get a chance to read that note?
 - *(Give a brief summary; three sentences, in your own words – “this is why I love Jesus; this is why I want to explore ministry as a possible career; this is why an internship with AMI is my first step...”)*
 - *(Support raising details – “in order to serve, I need to raise \$____; so far I've raised \$____, which means I've got \$____ to go by my deadline on ____.”)*
- I'm looking for people to join my team of prayer supporters and financial supporters. Would you be willing to consider joining my team through prayer or financial support?
- If the person is married, say: I don't want to ask you to make a decision right now. Please take some time to think about it and talk about it with your spouse.
- Then, if you don't mind, I'd like to call you back in about a week to follow up. Is a week enough time for you to consider this?
- Great! Thanks so much for considering it. I'll call again in about a week.

Second Phone Call, One Week Later

- Use desired pleasantries, but get right to it!
- I'm calling to follow up on the conversation we had last week. Have you had a chance to consider joining my team of prayer and financial supporters?
- Excellent! Do you have all the information you need in order to give? If it would be helpful to you, I can email you the link to give online.
- Thanks so much! I really appreciate your prayers and your financial support.

Anytime the Answer is “No.”

- (Validate the reason given for the “no”); for example:
 - *“That totally makes sense – I understand there are many places to give toward, and that you're not able to do everything.”*
 - *“I completely understand – providing for your family / paying your basic expenses is your first responsibility.”*
- And, actually, thank you for giving me a clear “no” – it helps me when people give a direct answer because I know I don't have to keep calling them! You're doing us both a favor; no more voicemails from me. *chuckle*

FUNDRAISING: FREQUENTLY ASKED QUESTIONS

Q: Why fundraise?

A: First, we feel it's wise for interns to be paid for the work they do. We also find that fundraising keeps interns personally invested in the experience. Additionally, having a fundraising model allows us to accept many qualified applicants without having to worry about AMI's personnel budget constraints like we would for other staff roles. Lastly, we believe in the value of partnership: offering your friends and family the opportunity to support you prayerfully and financially gives them the opportunity to partner with you in impacting the lives of the people you serve. It also gives them the opportunity to invest in you as a person.

Q: What is the money you raise used for?

A: All donated funds are used exclusively for interns. On average aside from taxes, our goal is that 90% of funds raised go toward the interns wage and 10% go toward incidental expenses (e.g. conference/retreat registration, admin fees, etc). You will also raise an additional travel or missions budget if your internship track requires.

Q: What happens if you don't raise enough money?

A: Meeting the fundraising deadlines is required for participation in the Intern Program. Missed deadlines will result in a delayed start date or not being able to participate in the Intern Program.

Q: What happens if you raise more money than you need?

A: Any and all money an individual raises is designated for the AMI ARISE Ministry Program. As such, any surplus funds raised remain in the Intern Fund. According to the IRS, authority over contributions is transferred when it is received by AMI; thus, no amount may be refunded to the donor or forwarded to the intern. If an intern exceeds their fundraising target, or if the individual does not participate in the Program, the funds will be utilized for intern-related expenses and cannot be reimbursed to the intern or their donors.

Q: Will you know how much I donated to the Internship Program?

A: While interns are provided with a list of people who donated to the Internship Program, interns can be told the exact dollar amount given for their campaign, but you may choose to set up your gift confidentially.

Q: Is there a way to setup an online gift that automatically gives a recurring gift?

A: Yes! Through our giving platform you can select your donation frequency.

Q: Are donations tax deductible? And do donors get a receipt?

A: Yes, donations to the Intern Program are tax deductible. People who give online are emailed a receipt after submitting their gift. Additionally, donors can get a year-end giving summary for tax purposes (donors who give \$250 or more automatically receive a year-end giving summary; all other donors can receive a summary by request).

ARISE Ministry Program

Fundraising Disclosure Form



First Name

Last Name

Phone Number

Email Address

By initially and signing below, I acknowledge the following:

- _____ 1) *I will raise the required amount of financial support by the deadlines provided to me. I understand that meeting the deadlines is required for participation in the ARISE Program. I further understand that missed deadlines will result in a delayed internship start date.*
- _____ 2) *I understand that funds raised are for the ARISE Program as a whole and not me as an individual. Additionally, I understand that funds raised are under the control and discretion of Awakening Ministries International.*
- _____ 3) *I understand that donor information is confidential. In receiving donor lists, it is my responsibility to thank the donor appropriately.*
- _____ 4) *In the event that I cannot participate in the ARISE Program, I understand that any funds raised will not be refunded to donors, but will rather be used to support the Internship Program as a whole.*
- _____ 5) *I understand that funds raised will cover the cost of wages and incidental expenses. Further, I will use the funds allotted for incidental expenses wisely and appropriately.*
- _____ 6) *I understand that all other benefits typically afforded to Awakening Ministries International part-time and full-time employees are not applicable to the ARISE Program, as interns are classified under temporary employment status.*

Signature of ARISE Ministry Program Intern

Date