

Hope Matters International

Volunteer Financial Information: 2021



Estimate of Expenses

The following is a breakdown of estimated potential expenses for making a volunteer trip to Kenya. Please keep in mind that these are estimates and that actual prices may vary based on airlines, health insurance, special projects, etc. Once your dates and details of project have been determined we will send you an invoice specific to your trip.

Passport	\$130
Visa (Cash at Airport)	\$50
Shots and Medications	Up to \$400
International Airfare	\$900 - \$1,700 (based on travel specifics)
Meals During Travel	\$35
Domestic Airfare	\$200
Eldoret Airport Pickup/Drop Off	\$35 one way
Ground Transport in Eldoret/Village Area	\$10/day
Nairobi Lodging/Transport/Meals	\$100 - \$300 depending on where you stay
Village Room and Board	\$35/person/day
Administration Fee	\$125/person
Donation Collection Fee	\$25 (if your church is not doing this)
Project Support	\$50 - \$500 based on project
Travel Insurance	\$2 - \$5/day
Spending Money	\$150 - \$500
Tips	\$10/week in the village, varies on safari

Optional Additional Expenses

Communication (phone/internet access)	\$20/week (or more depending on usage)
Local Weekend Get-Away Retreat	\$250
Animal Safari	\$300 - \$1,500 depending on type
Nairobi Tourism	\$50 - 100
Nice Dinner in Nairobi	\$45

Project Support

In addition to the funds for your personal trip expenses, we ask that each team contribute toward the costs of any specific project(s) they will be participating in. These costs vary depending on the nature of the project. The amount to be fundraised will be determined in consultation with the project coordinator and the volunteer. All monies will need to be wired to Kenya one month prior to the team's departure so that appropriate materials can be purchased and ready for use upon arrival.

A Blessing for the Hope Matters Staff

We believe that part of your mission to Kenya is to strengthen, encourage, and love on the staff who work day in and day out in Kenya. We have a few ideas of how you can bless them during your time there:

- Treat the medical center staff to an appreciation lunch
- A bag of food staples (rice, oil, salt, flour, etc) for each African staff member
- Sponsor staff member(s) to accompany you on safari
- A staff retreat to Rondo Retreat Centre
- Talk to the international missionaries about specific items they would like from home

Pray about it and let your Hope Matters contact know if you need help coordinating any appreciate gifts.



Fundraising

This can be both an adventure and a faith building experience. One of the most important things to remember is that this is not about you; this is about making a difference in Africa. Advocating for the work in Africa is a big part of raising funds for a volunteer trip. There are a lot of creative ways to go about this process. And it is important to remember that all donations are USA tax-deductible since Hope Matters is a registered non-profit. Here are a few ideas:

- **Support Letter:** See Below
- **Enlist the Help of Your Pastor and Home Church**
- **Matching Gifts from Donors or Employers**
- **Bake/Yard Sales**
- **Get a local restaurant to donate a percentage of all income for a set time period to your project or host a lunch by donation after church**
- **Take on a seasonal or part-time job to save funds for volunteering**

A great book on fundraising for missions is called *The God Ask* by Steve Shadrach.

Make a mailing list and write a prayer/support letter

One of the best ways to raise support is to send a letter to your friends, work colleagues, relatives, etc. Here are some tips on starting your support raising and writing your prayer letter:

- Remember, your friends are interested in YOU! Keep in mind a typical reader as you prayerfully write. BE PERSONAL! Let your readers know you have been accepted to serve with Hope Matters in Kenya. Share with them why you are excited to serve in Kenya! Share some of your needs, goals and personal concerns.
- Give clear instructions on how contributors are to respond, including WHO to make the check to, WHERE to mail it, WHEN you need it by.
- Keep your letter short and neat. One page is enough.
- Use short paragraphs.
- Sign your letters individually, you may want to hand write a little personal note at the bottom.
- Thank each of your supporters in a hand written note before you leave the US.
- Remember; don't discount anyone when sending out letters! Even if people can't financially support you, they can commit to praying for you! These people are just as important!

Once you have written a letter, please send it to your team leader and to Michlle at Hope Matters to review it.

You may use the slips below or create your own to attach to your support letter as a simple way for donors to respond.



Name: _____

Address: _____

E-Mail Address: _____ Phone: _____

I am sending support for: _____

- I am committing to pray for this trip
- I would like more information about Hope Matters International

Please make checks payable to Hope Matters International, P.O. Box 9293, Alta Loma, CA 91701. In order to receive a tax deduction, do NOT write the volunteer's name on the check. Instead simply return this slip with your contribution. OR you can donate online at www.hopemattersintl.org/give.html and please make sure to make a comment that the donation is in support of this volunteer.



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Collecting Donations

You have two options for collecting your donations. You can have Hope Matters collect the donations directly, or you can have a church that is willing to collect them for you and then write one final check to Hope Matters. Specific procedures for making donations to your church will need to be arranged by your church and clearly communicated to potential donors. If Hope Matters collects your donations, we do ask that you pay an additional \$25 processing fee to the office in addition to the administrative fee.

If Hope Matters collects your donations you can have your donors give in the following ways:

1. Mail a check made out to Hope Matters International, P.O. Box 9293, Alta Loma CA 91701. They should NOT write your name on the check. Instead they should include a donor slip designating the gift for support of your trip.

2. Make a credit card or ATM payment with our PayPal account at:

<https://give.hopemattersintl.org>

It is important that the donor include a note in the provided box, specifying that the donation is in support of your trip. If they have trouble making the note regarding the designation, they can email us to confirm where the donation is being designated office@hopemattersintl.org Otherwise the donation will go into the Hope Matters general fund.

Important Financial Policies

Donations are Non-Refundable: Because Hope Matters is a legal non-profit, donations are not refundable. In the event that your trip was cancelled, funds donated to Hope Matters could not be returned to donors. If re-scheduling is possible, we can hold the funds for you for up to one year. At that point any funds in your account will be transferred to the general fund. Additionally, if you raise funds above and beyond your volunteer expenses, these funds will be applied to Hope Matters' general ministry fund.

Reimbursement: There are some expenses that you will need to pay upfront such as airline tickets, immunizations, expenses while traveling etc. If you have raised enough funds in your Hope Matters account to cover these expenses you can be reimbursed. However, you MUST provide receipts for every expense that is reimbursed. Without a receipt, Hope Matters legally cannot release the funds to you. You also MUST have the funds in your account to cover any reimbursable expenses before a check can be released to you. Village and project expenses need to be paid for before reimbursement of other expenses.

Checklist

_____ Write a support letter. Have someone proof read it then send it to your team leader and Michelle for review. Once it is ready, mail it out to people that you have put on your fundraising list. (As you work with the Hope Matters staff to come up with an appropriate budget, you will be able to give a more specific fundraising goal to potential donors)

_____ If need be, plan a personal fundraiser or a team fundraiser. Search the internet for more fundraising ideas.

_____ Decide whether you want Hope Matters or your church to collect donations on your behalf. Please consult with your church to see if they can do that for you. Let Michelle know once you have decided how your funds will be collected.

_____ Decide on a specific way you can bless the Hope Matters staff in Kenya.