

Writing to your dear ‘Aunt Polly’

Please follow these instructions for writing and assembling your support letter.

If you would like to send your letters before January 6th, feel free to email your sample letter to Dave for approval.

Materials needed:

- ___ 20 letter size envelopes (also known as #10 – 4 1/8” x 9 1/2”)
- ___ 20 smaller size envelopes (preferably 3 5/8” x 6 1/2”)
- ___ 40 stamps
- ___ 20 addresses
- ___ 20 letters
- ___ 20 sticky notes

1. Make a list of at least 20 addresses of people to whom you are going to send letters (*please do not send letters to members of Our Shepherd congregation. We send out that letter as a group.*) 20 is the minimum number required, but you may certainly mail more than that! **Your addresses must be given to Dave electronically in Microsoft Excel or Google Sheets in a 5 column format!** Please share or email it as an attachment to dave@ourshepherd.net. Don't forget Doctors, Dentists, Orthodontists, etc.
2. Type your “Aunt Polly” letter. It does not need to be exactly like the sample letter, as that is only a guide. Make it your own! Just make sure you include the tax information and the directions on how to send it back. If you have gone to Mexicali before, you should include some photos and personal stories.
3. Print your letter 20 times, changing the name and address each time so that each person feels as if they have received a personal letter from you. Please sign all your letters!
4. Take 20 sticky notes and write your name on each one of these. Stick one note on each folded letter.
5. Take 20 smaller envelopes and write Our Shepherd’s address on them. Leave the return address area blank. Put stamps on each envelope.
6. Take 20 larger envelopes and write your 20 different addresses on them. Use your address as the return address. Put stamps on each envelope.
7. Assemble your letters, but **do not seal the envelope!** Team leaders must review the letters before they are sent. Once we review them, we will put them in the mail for you. Each envelope should include the following 3 items:
 - your personalized letter with signature
 - smaller stamped envelope with church address
 - sticky note with your name on it
8. Bring them to the first meeting on January 6th, along with a complete **electronic** list of your addresses **in Microsoft Excel OR Google Sheets** and an extra copy of your letter. This helps us with the tax letters that we send out when a financial contribution has been made. **Please note: You will not be allowed to attend the first meeting on January 6th if these 3 items (assembled letters, electronic list of addresses, and copy of letter) are not brought with you that day. We will send you home to get them and/or complete them.**

Special Instructions for envelope:

Church Address:

Our Shepherd Lutheran Church

2225 E 14 Mile Road

Birmingham, MI 48009

Attn: Mexicali Mission Trip

Special instructions for letter:

Check Payable to:

Our Shepherd Lutheran Church

with ‘Mexicali Trip’ written on memo line

'Aunt Polly' SAMPLE Letter

*Please use this letter as a guide. Make it Personal, don't copy word for word!
It is important to include the check writing and tax info in your letter that is shown as underlined in the sample below. It does not need to be underlined in your personalized letters.*

December 24, 2019

Dear Aunt Polly,

For many years, several churches in the area have been sending teams of students to Mexicali, Mexico during spring break. I feel very fortunate to have the opportunity to be part of a team that is going from Our Shepherd Lutheran. I have heard that this is a life changing experience from many friends I have had the chance to talk to. *(Or, if you have gone in previous years)...*In the past, Mexicali was an experience that changed me for the better and I would feel more than privileged to again share the love of God through this upcoming trip.

While in Mexico, we will be partnering with a church where we will be offering a daily children's program, forming relationships, and spreading the Word of God. We have a lot to do to prepare for this trip. We need to learn Spanish praise songs, design crafts for the kids, plan lessons and prepare Bible messages. In addition, this year we will be doing construction at a Lutheran church and parsonage that recently re-opened. During our stay in Mexicali, we will be camping in tents for 6 days in a dirt field. I think that this trip will really take me outside my comfort zone in numerous ways and help me appreciate all the daily blessings I have here at home. It was placed on my heart to go on this trip, and I want to put my faith into action!

The cost to each person for the trip is approximately \$1400, of which \$700 is for airfare. I am asking for your help in covering the group's cost. Any contribution will be tax deductible and will help reduce the \$1400 per person cost. Contributions should be made to "Our Shepherd Lutheran Church" with "Mexicali Trip" written on the memo line. I have put a sticky note with my name on it in the envelope. Please stick this to the check. Do not write my name directly on the check, or it could jeopardize the tax-deductibility of your donation. Or if you prefer, there is an online donation available on our website, <http://ourshepherd.net/ministries/youth>. Your contribution will go toward the actual cost of sending our group to Mexicali. Our Shepherd may use your donation for other participants, other mission trip expenses, or future mission trips, in the event we receive excess funds. Upon receipt of your gift, Our Shepherd will send you a thank you tax letter as a receipt.

While the financial assistance would be appreciated, of greater help would be your prayers on our behalf. As you can imagine, the planning and preparation for a trip of this magnitude is a tremendous commitment. Please pray that all goes according to God's plan as we prepare, travel to and return from Mexico and that the message and love of the Risen Christ is carried to the people of Mexicali. Each person on our team will be serving the Lord through the different talents and gifts that He has given to us and are looking forward to what He has in store. As much as we want to be in control, He has the perfect trip already planned. We serve a great God!

In His Grip,
Your Nephew Joey

Name	Address	City	State	Zip

Email or Share completed sheet to dave@ourshepherd.net		
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