

Missions Letter Procedure

- ❑ Team captains give each team member the specifics for their letters.
- ❑ Team member write draft of letter to go out to potential supporters.
- ❑ Team member gives draft to captain.
- ❑ Team Captain approves letter.
- ❑ Captain gives member NewSong letterhead and envelopes and return envelopes.
- ❑ Member copies letter and then puts letter, and return envelope into letterhead envelope and sends it out.
- ❑ All money must go to the church. Any money received individually must be given to the church.
- ❑ It is strongly encouraged that when a team member receives a list of contributors, a thank you letter is generated immediately.

(NewSong does not provide postage, unless the team decides to incorporate that dollar amount into their budget. Individuals would be reimbursed after a check request is turned in by the team leader or administrator.)