

# INDIVIDUAL SUPPORT CONTRACT



**Traveler:** \_\_\_\_\_

“...Be sure that everything is done properly and in order.”  
1 Corinthians 14:40

The bible tells Christians to do business clearly and correctly. This INDIVIDUAL SUPPORT CONTRACT is an attempt to do just that. While Corner of Love is happy to allow you to use our EIN number to solicit donations for your personal mission costs, we must address some important issues before you get started. Please thoroughly read each section before signing this contract, and make sure to initial each paragraph.

## Understanding Costs

I understand that there are two types of costs relating to my trip to Costa Rica:

1. Individual Mission Costs that may be raised using COL's EIN No. 36-4612230
  - \$1750 mission cost
  - Cargo fee payable at airport on the day of departure
2. Other Costs that may **NOT** be raised using COL's EIN No. (must be paid for by each individual or have non-tax-deductible gifts go directly to traveler)
  - My airfare to and from Costa Rica
  - \$100 envelope for Costa Rica spending money for tips/Left Right Center game/ice cream/treats in town (all optional)

Initial Here:  
*Understanding Costs*

## Intent to Travel & Participate

By signing this contract, I am indicating that I would like to participate in a COL trip to Costa Rica, and I plan to obtain the funds necessary to do so by both:

Paying \$\_\_\_\_\_ myself (\$100 minimum)

Paying \$\_\_\_\_\_ using COL's EIN No. 36-4612230 (by sending support letters and seeking donations)

I realize that all checks/payments should be made payable to Corner of Love and include a note with my first and last name (somehow indicate my name with the contribution BUT do NOT write on the actual check). I understand that these gifts are donations subject to constraints placed upon COL by the I.R.S. and that privacy laws concerning contributions may limit the amount of information COL can share with me regarding said gifts.

Initial Here:  
*Intent to Travel*

## Solicitations for Support

My effort to solicit funds should begin by drafting an individual support letter and/or using Crowdrise (online fundraising). COL can provide an example of an individual support letter or give me instructions on how to get started with online fundraising. If I draft my own letter, I must make sure I have included key information in my letter, such as EIN number, tax-deductibility, amount needed, etc.

Initial Here:  
*Solicitations for Support*

**Guidelines & Suggestions**

COL suggests the following guidelines when soliciting individual support:

- Always begin by asking your church or local civic group
- Send a minimum of twenty letters at least ninety days before departure
- send via email also
- Use free networks like Facebook, Twitter, etc to promote your need
- Make sure to send to all family members and friends

Initial Here:  
*Guidelines/Suggestions*

COL suggests that I attach return envelopes to my letters, with my name and this address clearly printed on them as below:

Team Support: MY NAME  
Corner of Love Ministries  
PO Box 5997,  
Kingwood, Texas 77325-5997

**Restrictions Apply**

COL will always be able to tell me the amount I raised, but may not be able to give further information about gifts, as they are tax-deductible contributions subject to privacy placed by the US I.R.S.

Initial Here:  
*Restrictions Apply*

**My Responsibilities**

It is my responsibility to track my fundraising progress and take additional measures if the response to my letter/social media outreach is not satisfactory. I also need to let my family and friends know that they may receive a tax receipt after January 1<sup>st</sup> following the year in which their donation (if over \$200) was made. It is also my responsibility to make sure my entire mission cost (\$1650) is paid BEFORE leaving the US and to carry the additional amounts needed to Costa Rica.

Initial Here:  
*My Responsibilities*

**Cancellations**

In the event that I do not participate in the trip as planned, I understand that I may either:

- Use the amount I raised, less \$100, for a future COL trip within eighteen months of the date on this signed contract
- Transfer the amount I raised, less \$100, to any teammate that is my family member on the same trip that I was scheduled to attend (No more than \$1550 can be transferred. Money may only be transferred to ONE individual who is related to you)

Initial Here:  
*Cancellations*

If I am unable to do one of the above, I acknowledge that all gifts become the sole property of Corner of Love Ministries, a US non-profit registered with the IRS, EIN No 36-4612230. These gifts are charitable contributions for federal income tax purposes to the extent permitted by law. Tax-deductible gifts cannot be refunded.

**Funds Raised in Excess of Trip Cost**

Amounts raised in excess of my individual costs will go directly to Corner of Love and support the organization's mission to bring healthcare and humanitarian aid to Nicaraguan refugees.

Initial Here:  
*Excess Funds*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_