

Parents/Students,



Attached is the approved Mexico Support request letter for your use. This file is also available on the church website at www.rollhill.org.

Support letter packets are available for pick up in the church office.

For those of you who are new to the Mexico Mission trip, as a team the students raise support by sending the attached letter to 25 of your family/friends. Each student has been challenged to raise at least \$500. The monetary donations received are used to help cover our team's expenses as we drive to Mexico, sleep and eat in a tent city, and buy all of the supplies needed for the construction projects we will be doing while in Mexicali.

Each packet contains, 25 large business envelopes, 25 small return envelopes, 25 green donor cards, and 25 return address labels (RHCC church address), and 1 example of the support letter.

Your job is to update the support letter, attached, to include personal information about yourself. When you open the file you'll see portions highlighted in yellow. The highlighted areas can be deleted and changed to write a personal note of what's going on in your life now. You can also change who the letter is from at the bottom. Read the section highlighted in yellow to get the idea of what you need to do. You may make this section as long, or as short as you wish. The body of the letter is "read-only" to reflect the pertinent information we must send to a donor.

This is how you need to put your packet together:

1. Open the support letter, update it, then print 25 letters and sign them
2. Collect 25 addresses for friends and family (ask your parents for help) 😊
3. Address the large business envelopes to your friends and family
4. Take the small return envelopes and **write your name in the lower left had corner of each**. (This is done to help us keep track of who sends in donations on your behalf. Periodically, as donations are received, we will hand out updates so that you will know who is donating on your behalf)
5. Take and peel the church address labels and place one on each of the 25 small envelopes (see example in your packet)
6. You'll need to buy 50 stamps – (25 for the large envelopes that you will mail, and 25 for the small return envelopes, to make it easy for donors to mail their donation in to the church)

Once the above is done you are ready to assemble your letters for mailing – Inside each large business envelope (addressed to family/friends) please place:

- 1 copy of your updated letter
- 1 green donor card
- 1 small, STAMPED, return address envelope (church address)

Your mission is to complete this process and mail your letters by Sunday, March 7. You do not have to bring them to the church for mailing this year; just do it. You are all on the honor system, and God is watching to make sure that you take of this! 😊

Thank you all for helping to secure donations for our team. It will take our combined efforts to support this trip. Please do not hesitate to call me with questions.

Blessings,
Glynda Smith
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