



VICTORY CHURCH

MISSIONS FUNDRAISING POLICY

Thank you for choosing to participate in a mission trip with Victory Church.

In preparation for your trip, we would like to make you aware of a few Victory policies concerning the management and stewardship of funds that are donated to a mission trip. **As you read this policy, please understand that your contributions are a donation and will be treated as such.**

This policy is designed to educate you so that you can make an informed decision as you begin applying funds to your trip. We are happy to answer any questions you have and look forward to serving you!

Payment Deadlines

- **Payment Schedule**
 - Your payment deadlines will be provided by the Missions team and should be followed accordingly. It is the team member's responsibility to communicate any changes in trip status that impact funds applied toward the trip.
- **Failure to Meet Deadlines**
 - Should any team member fall behind on a deadline, he or she will be at risk of being removed from the team and forfeiting funds. Any needs for an extension should be communicated to the trip leader with urgency.
- **Trip Deposit**
 - The trip deposit will always be the first payment deadline and this contribution cannot be refunded or transferred to another mission trip.

Fundraising Conditions

- **Non-Transferable Contributions**
 - Funds contributed to a tax-deductible trip cannot be transferred to a non-tax-deductible trip, or vice versa.
 - Ex: In the case of an Israel Tour (or comparable trip) the trip and applied funds will not be tax-deductible, therefore you cannot transfer funds to and from this trip.
- **Transferable Contributions**
 - A team member is allowed to transfer contributions if the following conditions have been met:
 - The contribution was not used to secure flights, hotels, transportation or any other expense on the team member's behalf.



- The contribution was received in the current or previous calendar year. All other contributions are applied to a general Missions fund.
- The contribution can move to a different trip but remains with the team member. Contributions cannot be transferred to alternate team members, on the same trip or a different trip.
- **Trip Cancellation**
 - In the event that a mission trip is canceled by Victory Church, contributions will be refunded to the original donors and will be reflected on year-end statements. These contributions will not be held or transferred to another mission trip.

Fundraising Methods

Victory Church does not provide any financial contributions toward a personal mission trip, but we will provide recommendations and guidance on fundraising techniques.

- **Tax-Deductible Contributions**
 - Any tax-deductible contributions for which a donor wants a tax write-off, checks must be made out to Victory Church. For this reason, we discourage the use of fundraising sites such as Go Fund Me.
- **Third Party Fundraising**
 - If you decide to fundraise with a third-party vendor, please ensure that the vendor writes out a check to Victory (on your behalf) in order to receive a tax write-off.

How to Make Payments

- Payments toward a mission trip can be made via two ways:
 1. Online payments can be made after you register for the mission trip of your choosing: <https://victoryatl.gomethod.app!/trips>
 2. You can also mail in a check with the following information:
 - Information needed for a check:
 - Recipient: Victory Church
 - Memo: Mission Trip + Participant (ex: Men's Mexico + John Doe)
 - Amount: Donation Amount
 - Mail all checks to the address below:
 - Victory Church | ATTN: Missions Department
 - 5905 Brook Hollow Pkwy, Norcross, GA 30071

For questions regarding this policy, please reach out to us at missions@victoryatl.com.

Victory Church Missions Team

