

MISSION DOMINICAN

Support Letter Kit Guide

It is the Trip Member's responsibility to collect all supplies, pay for (out of their own pocket) and assemble all that's needed for sending support letters except what's *provided by LCC ...

Ingredients:

- **Outer Envelope** – standard business size #10 envelopes
 - OE has trip member's return address/label in top left corner
 - OE has trip member's chosen family/friend donor's address/label in center
 - OE has one first class stamp in top right corner
- **Letter** on regular 8 ½" x 11" copy paper - download template from website for example then change/add to make personal touches; print copies and tri-fold
- **Mission Trip Donation Form** – download from website, print copies and tri-fold.
- **Prayer Card** for fridge, mirror, etc. on cardstock paper cut into quarters (3"x5") - download template from website for example then insert personal touches; print copies and cut into quarters (may need to be trimmed a bit more to fit inside a standard #10 envelope)
- **Response Card** – 8 ½" x 11" cardstock paper - download template from website for example then change/add to make personal touches; print copies and cut
 - RC has an address label spot for the donor (label is trip member's responsibility); print copies and tri-fold
- **Response Envelope** – special smaller size #9 envelopes ***provided by LCC** to fit inside a standard business envelope #10
 - RE has a return address label for the donor (label is trip member's responsibility)
 - RE has a pre-printed LCC address labeled envelope to send to the church ***provided by LCC**
 - RE has one first class stamp (stamp is trip member's responsibility)
- **Labels** – comparable to or Avery #5160 address labels (all labels are trip member's responsibility *except LCC's address labeled envelope for the Response Envelope) Download label template from the website to make it very easier.
 - 3 donor address labels total (trip member's responsibility)
 - One for Outer Envelope in center
 - One for Response Card in 'label here' rectangle spot
 - One for Response Envelope in top left corner
 - 1 trip member's return address label total (trip member's responsibility)
 - Goes on the Outer Envelope in top left corner
 - *1 return address to LCC on Response Envelope ***provided by LCC**
 - Pre-printed on the Response Envelope in center (by LCC)
- 2 first class stamps - from Post Office collected and paid for by trip member
 - One for the Outer Envelope in top right corner
 - One for the Response Envelope in top right corner
- **Watch video** on the website for how to put the ingredients together.

For each support letter, trip member will need the following 4 labels in total. Example:

Mr. & Mrs. Donor
123 Any St.
Somewhere, ST Zip-code

Mr. & Mrs. Donor
123 Any St.
Somewhere, ST Zip-code

Mr. & Mrs. Donor
123 Any St.
Somewhere, ST Zip-code

Mr/s. Trip Member
Name Rd.
My City, ST Zip-code

(LCC's return address labeled on the RE will be provided by LCC!)

LCCstudents.com/missions

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