



# HANDS AND FEET MINISTRIES

"EMBRACING THE WORLD FOR CHRIST"

Dear Mission Team Supporter,

We would like to first thank you for your willingness to help out with our short-term mission trip. Whether your support is through prayer, encouragement or finances, it all works together to make our project successful. At the bottom of this letter we have developed a tear-off form that will assist you. Here are a few other guidelines that will help us:

- Tax-deductible checks must be made out to **Hands & Feet Ministries**.
- Please send your donation and the designation form below to the following address:

Hands & Feet Ministries  
300 Colonial Drive  
Waynesburg, PA 15370

- If you are going to claim your donation as a deduction on your taxes, **do not** write an individual's name on the memo line of your check.
- All contributions will be considered a gift to HFM. According to the federal tax law, if you wish to claim your contribution as a tax deduction, you may suggest a recipient but it must be given unconditionally.

Thanks again for your kindness towards our team. We are very excited about what God is doing through our teams and your eagerness to support our endeavors.

(Tear here – mail the portion below with your donation)

---

I would like my contribution to be designated to the following area(s):

\_\_\_\_\_ Contribute \$\_\_\_\_\_ towards \_\_\_\_\_ mission trip.  
(Name of team member/family)

\_\_\_\_\_ Hands & Feet Ministries General Fund.

\_\_\_\_\_ Contribute to a specific building project - \_\_\_\_\_.  
(Name of country or project)

Would you like to receive a receipt for your federal tax return? \_\_\_\_\_ (check if yes)  
(all tax receipts will be mailed after the completion of the calendar year)

Supporter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Your Name Here)

Address/Zip: \_\_\_\_\_  
(Your Address Here)