



# 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 all communications (ie...forms, letters of encouragement, or checks) for the mission projects to the following address:

Hands & Feet Ministries  
300 Colonial Drive  
Waynesburg, PA 15370

- If you choose to make a financial contribution to any of the team members, please use the tear-off section below and send it with your check.
- According to federal tax law, if you wish to claim your contribution as a tax deduction, you may reference the person making the request below, but contributions will be considered a gift to the team to be used for mission work.
- 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.
- Tax receipts are sent out annually, usually in January of the following year.

Thanks again for your kindness towards our team. We are all very excited about what God is going to do through our willingness to go and your eagerness to support our endeavors.

I/we would like to assist \_\_\_\_\_ for the 2024 mission trips.  
(Name of the individual or family you want to support here)

I/We:

\_\_\_\_\_ Will contribute \$ \_\_\_\_\_ towards their financial needs

\_\_\_\_\_ Will contribute \$ \_\_\_\_\_ for the ministry/construction projects.

Check if you would like to receive a receipt for your federal tax returns. \_\_\_\_\_ yes  
*(Tax receipts are created and sent after the close of the calendar year)*

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

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

Email Address (for sending tax receipts): \_\_\_\_\_