



# 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. It is your responsibility to ensure your donors understand this policy. We are happy to answer any questions you have and look forward to serving you!

## Payment Deadlines

- **Trip Deposit**
  - The trip deposit serves as the first payment deadline.
- **Payment Schedule**
  - Your mission trip payment deadlines will be provided by the Missions Team and must be followed accordingly. It is the participant's responsibility to stay informed about payment deadlines and to communicate any changes that may impact their trip funding.
- **Failure to Meet Deadlines**
  - Participants who fail to meet payment deadlines may be at risk of removal from the trip and forfeiture of funds. ***If an extension is needed, the participant must notify their trip leader as soon as possible to avoid loss of funds.***

## Financial Contributions

- **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 (non-ministry) 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 another person.
  - The contribution has not previously been transferred. Only one transfer is allowed for entire trip contributions.

## **Trip Cancellation & Refunds**

- **Victory Church Trip Cancellation**
  - In the rare event that a mission trip is canceled by Victory Church, all contributions, excluding funds that have already been spent, will be refunded to the original donors and reflected on their year-end giving statements. Refunds will be credited to the original payment method, unless otherwise requested. Contributions cannot be held or transferred to another mission trip. ***Please understand that your contributions are a donation to Victory Church/ Mission Trips fund and will be treated as such.***
- **Participant Withdrawal from a Mission Trip**
  - If a participant withdraws from a mission trip, he or she will incur a financial penalty of \$100 that will be deducted from his or her deposit.
  - Any remaining funds, including the deposit, may be transferred to a future trip within the current or following calendar year only if funds have not already been spent. These funds are not eligible for a refund.
- **Refunds Pertaining to Active Mission Trips**
  - If a tax-deductible mission trip is still active, participants are not eligible for a refund. If an extenuating circumstance arises, the participant should contact his or her trip leader to request a meeting with the Missions Pastor.
  - If a non-tax-deductible mission trip is still active, participants may be eligible for a refund only if funds have not yet been spent.

## **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, payments must be made out to directly to Victory Church. For this reason, we discourage the use of fundraising sites such as Go Fund Me.

## 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>
    - *We strongly encourage donors to make online donations.*
  2. You can also mail in a check with the following information:
    - Information needed for a check:
      - Recipient: Victory Church
      - Memo: Mission Trip + Participant name
      - Amount: Donation amount
    - Mail all checks to the address below:
      - Victory Church | ATTN: Missions Department  
5905 Brook Hollow Pkwy, Norcross, GA  
30071

## Contact Information

If you have any questions regarding this policy, please reach out to us at [globalmissions@victoryatl.com](mailto:globalmissions@victoryatl.com). We appreciate your commitment to serving through missions and look forward to walking alongside you in this journey!

Victory Church Missions Team

