

# Fund Deadlines

90 days prior to departure – mail support letters requesting the check be made to LMI and mailed to 13856 Danforth Dr. So., Jacksonville, FL 32224-2252. A notation should be made on the return envelope that it is for your trip. (Return envelopes may be requested from LMI.)

At each team meeting LMI will produce a listing for you by donor and amount. A final listing will be given to you in order that you may send additional “thank you’s.” **If turning in a cash gift, be sure to include the donor’s name and address.**

**At time of purchase of any airfare that sum must be received by LMI. If there is a deficiency and the traveler still is confirmed, then the traveler will be personally responsible for all remaining uncollected funds due on expected deadlines.**

60 days prior to departure – financial support received by LMI must be equal to or greater than 1/3<sup>rd</sup> of the estimated mission expense.

45 days prior to departure – financial support received by LMI must be equal to or greater than 2/3<sup>rd</sup> of the estimated mission expense.

30 days prior to departure – the total amount of the estimated mission expense must be received by LMI.

*All funds are tax deductible and are therefore non-returnable. If the proposed traveler fails to raise the necessary funds by the above deadlines, those funds collected will be used towards the other team members’ trip expenses at the discretion of LMI. Any funds collected beyond the required amounts will be redirected to the general mission and not available for refund or credit.*

I have carefully read the fund deadline information and know the contents thereof and I sign this acceptance of responsibility as my own free act.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Traveler: \_\_\_\_\_

## Additional Funds

In addition to the amounts listed for normal trip expenses the traveler will need \$200 to \$500 for personal gifts and personal expenses that are not included in the normal trip expenses.