

Frequently Asked Questions Consultants & Finances



1) What does my payment of \$2,950 to **equip** cover?

- a) Preparation and training
 - i) Office supplies: paper, folders, binders, toner, etc.
 - ii) Books for participants
 - iii) **equip** Training Manual: copying, covers, binding
 - iv) Kick-off weekend meals
 - v) Meals for consultants (about 14 per person)

- b) On-the-ground costs in the host country
 - i) Car rental, gas (share)
 - ii) Accommodation
 - iii) Meals
 - iv) Consultation meeting expenses
 - v) A few tourism events

Please view the separate finance memo for a break down of the full costs of each venture and the payment schedule for individual ventures.

We also have a separate memo on travel to host countries.

It is important to note that the \$2,950 **equip** fee does NOT include the cost of the flight to the host country.

Please also note that the fee does NOT cover accommodation for remote trainees who come into town for training.

2) Who is responsible for my airfare?

You are responsible to book your flight to the final destination. We have decided to let teams book their own tickets, but on predetermined airlines and flights so that we can all travel together on the outbound flight. This includes making arrangements for travel insurance, lost luggage, etc. Please see the separate travel memo for further details.

It is your responsibility to fax/email your itinerary to the **equip** office when you have booked your flights.

3) Can supporters contribute towards airfare?

Yes. You can add to your prayer & support letter that you will also be raising approximately \$1,550 for your flight to the host country in addition to the \$2,950 **equip** venture fees. Donations sent to **equip** for this purpose will ensure that donors

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get a tax-deductible receipt for their contribution. **equip** will then reimburse this money to the team designee so that they can book & pay for their flight to the host country.

4) What happens to funds raised that amount to more than \$4,500?

This includes the \$2,950 **equip** costs and the \$1,550 to cover the costs of the flight to the host country. There are several options for donations received in excess of \$4,500:

- a) give towards each other's costs
- b) give towards parts of the venture that are subsidized by **equip** such as the community development work
- c) request that the money be put aside towards their second or even third **equip** venture
- d) donate to general funds.

In each of the above scenarios the **equip** office will discuss the various options with the relevant team member before designating the donated money elsewhere. Please note that it is not an option to return money to donors.

5) Will supporters receive a tax-deductible receipt?

Yes. Once the **equip** office receives a donation, the designee is informed and a tax-deductible receipt is either mailed or emailed to the donor.

6) Does the team have a fundraising goal beyond the basic cost?

Yes. We are currently seeing God expand the **equip** ministry into new frontiers, including Africa, Asia and certain Muslim nations. We would like therefore to encourage each new **equip** team to pray about fundraising towards an agreed team goal in addition to their own **equip** fees to cover the expansion of the ministry and the related increase in central office costs.