



Service. Healing. Transformation.

**Medical Mission  
Group Fundraising Guide**

## Introduction

Free surgery provided to One World Surgery's patients in Honduras is made possible by medical mission volunteers' program fees. We know that program fees and flight costs can be a substantial financial commitment for our volunteers. One World Surgery has partnered with Empowered.org to offer a simple fundraising solution for volunteers to raise money for their program fee and/or flight costs. This fundraising guide walks volunteers through the process of setting up a fundraising page, provides suggestions on how to maximize donations, and explains how to use any flight donations to book travel.

**Please read through this guide carefully to ensure you fully understand all fundraising guidelines. *Still have questions?*** Reach out to [medicalmissions@oneworldsurgery.org](mailto:medicalmissions@oneworldsurgery.org) or 847-267-3539

## Fundraising with Empowered.org

Empowered.org is One World Surgery's official peer-to-peer fundraising platform. In order to streamline medical mission fundraising for volunteers, donors, and the organization, One World Surgery requests that all volunteers fundraise for medical mission program fee and/or flight costs through an Empowered.org fundraising page. Funds raised through the Empowered platform will go directly to One World Surgery, a registered 501c3 nonprofit, and are therefore tax deductible. Donors will receive an email upon donating to your fundraising page. This email will serve as a receipt and tax acknowledgment from One World Surgery. **Donations made through other online fundraising platforms are not eligible for a tax acknowledgment from One World Surgery.**

Through your Empowered.org personal fundraising page, you can track your progress towards your fundraising goal in real time. You will also be able to see who has donated to your fundraising page so that you can personally thank your donors for their support.

*Fundraising Deadlines:* All funds for program fees and flights must be raised by the program fee and flight booking deadline, which is 4 weeks prior to your trip.

## Setting up Your Group Fundraising Page

1. Contact the Medical Missions Coordinator to set up a fundraising campaign for your group.
2. Decide which option below best fits your group's situation, and create an account(s) on Empowered.org

*Option 1:* You can choose to create one account on Empowered.org for your group. This works best if there is a shared group fundraising goal and funds raised will go towards covering the costs of multiple volunteers in the group (for example, the group plans to raise \$20,000 to cover flight costs for all of the group's volunteers). This option also works best if a group leader will be tracking the group's progress towards its fundraising goal and/or if the group intends to book group travel. All of the fundraising will be directed to a single page, under the groups' account.

*Option 2:* You can ask some or all of your volunteers to create accounts. This works best if the group is encouraging or requiring its volunteers to meet individual fundraising goals which will contribute to the

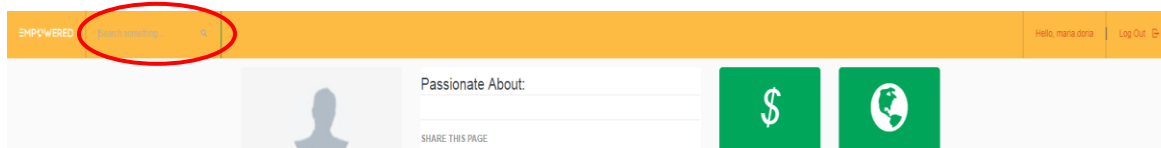
group goal. This option also works well if funds raised will not be shared among other volunteers and will only cover costs of the individual volunteer who raises the funds.

Once you've decided which option is best for your group, go to [Empowered.org](https://empowered.org) and click Sign Up in the upper right corner. If your volunteers will be creating their own accounts, be sure to share these instructions with them. Select the New Users option.

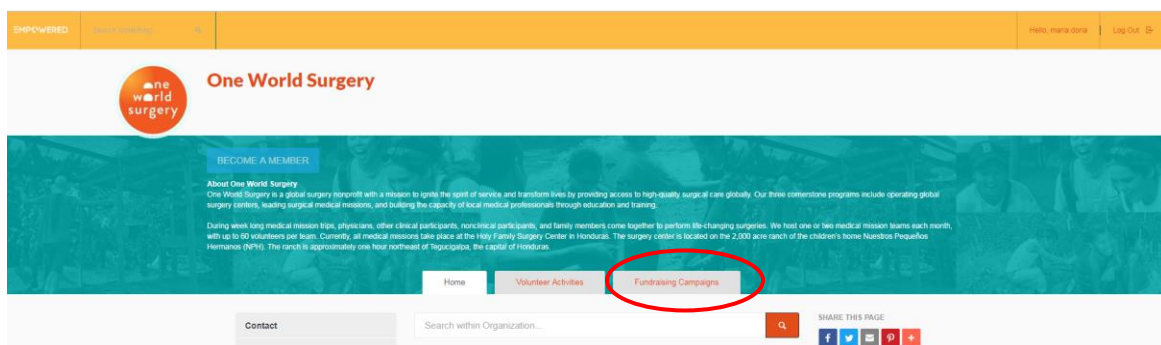


2. Register for an Empowered.org account by completing the registration form. You'll need to provide your name, email, and location and create a password for your account. *If you are group leader creating a group page, include the group name instead of your first and last name.*

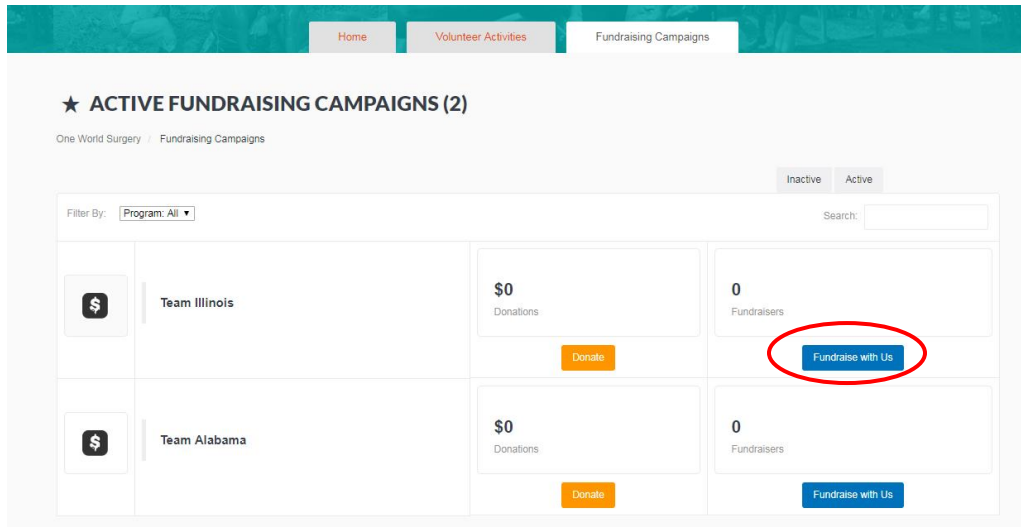
3. After you've created your account, type One World Surgery in the search field to find One World Surgery's organization page.



4. Click on the result for One World Surgery to navigate to the organization's main page. Click on the Fundraising Campaigns tab to see a list of all fundraising campaigns.



5. From the list of Fundraising Campaigns, find your group's campaign, which was added by the Medical Missions Coordinator. Click on the "Fundraise with Us" button under your group's campaign.



7. Read through the Empowered.org terms and conditions. Select the check box next to “I have read and agreed to the Empowered.org terms and conditions.” Click the submit button.

8. Next, you’ll be prompted to answer a few questions for One World Surgery about your fundraising efforts.

7. One World Surgery will review your responses and approve you to join. You’ll receive an email notifying you that you have been approved. Now you are ready to fundraise!

## Personalizing Your Fundraising Page

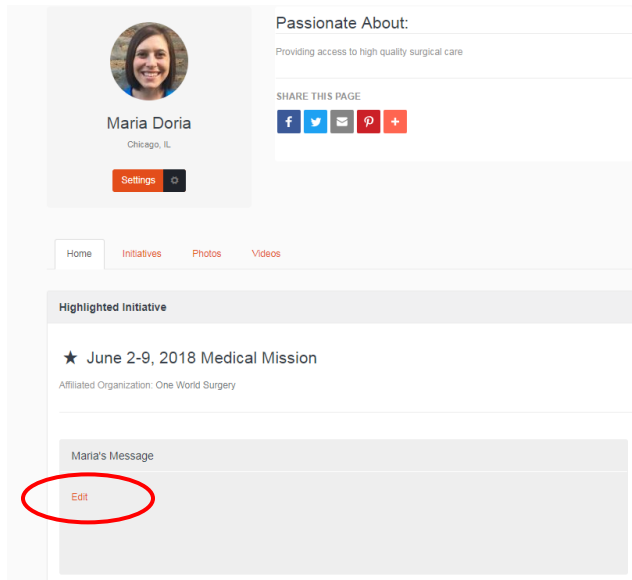
1. Go to [www.Empowered.org/one-world-surgery](http://www.Empowered.org/one-world-surgery) . Select Log In at the top right of the screen. Enter your username and password.



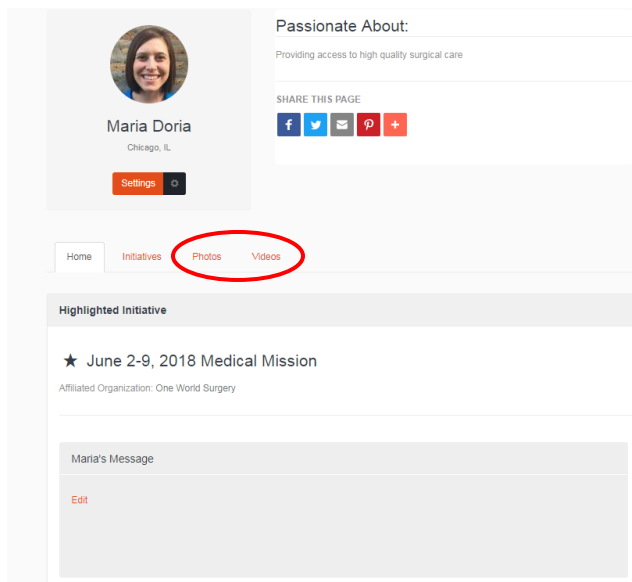
2. At the top right of the screen it will say “Hello, [Your Name].” Click there to navigate to your personal fundraising page.



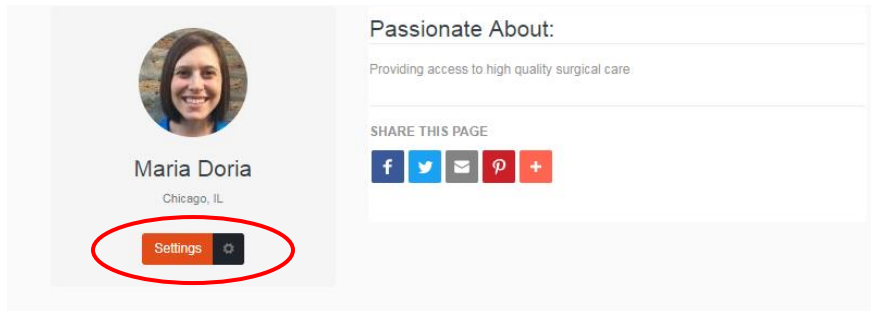
3. *Add a personal message to your donors:* Click “Edit” in the [Your Name]’s Message box. Enter text for your personal group message and save.



4. *Add photos or videos:* Click on the photos or video tab of your fundraising page to add photos or videos from Facebook. If you are a company or organization, consider uploading your logo, as well as multiple group photos, Returning groups can sync with a group or personal Facebook page and share photos or videos from your previous mission. First time group volunteers are encouraged to share photos or videos from the One World Surgery Facebook page ([www.facebook.com/oneworldsurgery](http://www.facebook.com/oneworldsurgery))



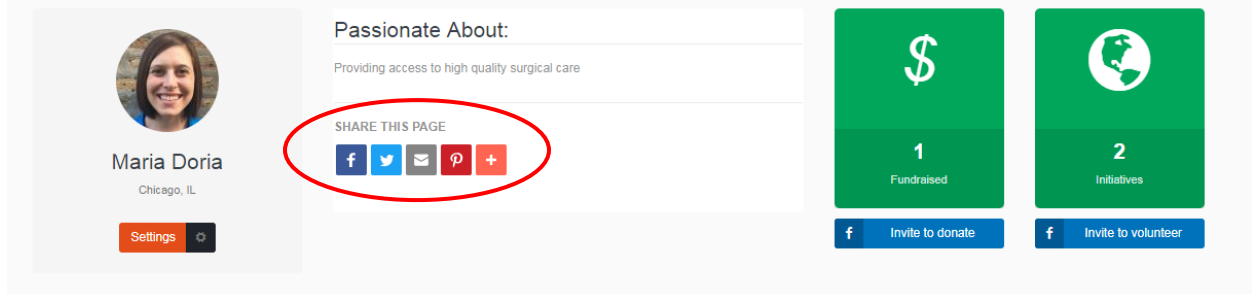
5. *Include a profile picture or logo and update the “I’m passionate about” section:* Click on the “Settings” button under your name (left side of the screen).



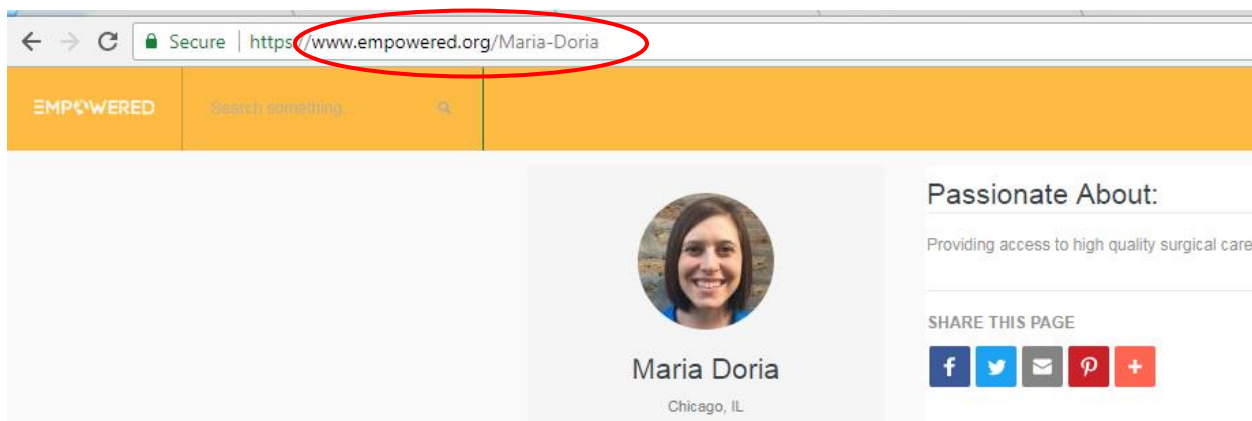
6. From the settings page, update your group or personal information. Edit and save your personal information. You can include a group photo or logo, which you have the option to upload from your computer or from your Facebook profile. If you choose to sync with Facebook, make sure that you have the photo you want to use in a public album, and is set to be viewed by the public in your Facebook settings.

## Collecting Donations

You can share your fundraising page on Facebook, Twitter, by email, and on a number different sites by clicking on the corresponding icon under “Share This Page”.



If you choose to reach out to potential donors with personal email messages, include your profile link.



Donors will be able to donate directly from your page by selecting the “Donate Now” button.

If your group decided to have volunteers create their own fundraising pages, donors will have the option to make a donation of behalf of a volunteer or to make a general donation to your group.

## Tracking Progress and Viewing Donations

You can view progress towards your goal directly from your fundraising page.

Passionate About:  
Providing access to high quality surgical care

SHARE THIS PAGE

1 Fundraised

2 Initiatives

Home Initiatives Photos Videos

Highlighted Initiative

★ June 2-9, 2018 Medical Mission

Affiliated Organization: One World Surgery

Maria's Message

Edit

Volunteer Activity Description

\$1.00 of \$1,600.00

in donations needed to reach the Initiative Goal

Donate Now

From the Settings page, you can view Donations History and even send a thank you email directly to the donor.

Settings

Donations History

Donors

Events

Create New

Create Event

Maria Doria / Donation History

Donation History

10 records per page

Transaction ID	Source	Donor	Destination	Amount	Fee	Total	Charged	Comment	Date	Email
Test2	Manual	John Smith	Maria Doria	\$1.00	\$0.00	\$1.00	1	test comment	Apr 23, 2018 07:57:14 PM	Say Thanks
Transaction ID	Source	Donor	Destination	Amount	Fee	Total	Charged	Comment	Date	Email

Showing 1 to 1 of 1 entries

## Maximizing Donations to Your Fundraising Page

We encourage you to review and follow Classy's ["6 Tips to Being a Successful Fundraiser"](#) to maximize the success of your fundraising page. See below for a sample email that you can use to try out Classy's recommendations. Be sure to personalize and customize it!

### Sample Email

Dear [NAME],

Did you know that 5 billion people lack access to safe and affordable surgical care?



Fortunately, One World Surgery is changing this equation through its world-class surgery center in Honduras and its medical missions program. Since 2008, One World Surgery has provided over 5,000 free, life-changing surgeries to patients who would otherwise go without care.

I am so excited about One World Surgery's mission and would like to partner with them to transform lives by attending a medical mission this year. But I need your help!

I am reaching out to you today to ask to help me make this possible. Please support me and One World Surgery's work by making a donation towards the program fee for my upcoming medical mission on [DATE]. A donation of [DOLLAR AMOUNT] would really help me towards my goal. Program fees are used to provide free surgery to patients in need in Honduras. You can make an online donation through my fundraising page at [LINK TO PERSONAL EMPOWERED PAGE].

Thank you for your consideration and support!

## Booking Travel with Donations Towards Airfare

**Groups or volunteers that fundraise for their airfare must book their flights through Global Brigades Travel.**

**The group will need to identify a leader who will be responsible for reviewing and approving quotes, providing traveler information, and ensuring deposit and final payment deadlines are met.** One World Surgery does not assist with coordinating travel.

### *Group Travel*

*Global Brigades Travel considers group travel a group of 10 or more people traveling on the same dates and using the same airports. All passengers who will be flying from different airports or on different dates from their group will need to have their travel booked separate from the group.*

A minimum \$250 contribution per volunteer must be raised through your Empowered page prior to obtaining a quote. This will be used to put down a deposit. Do not initiate the flight booking process with Global Brigades until you have fundraised enough to cover the deposits.

1. Group leader emails [carlos.romero@globalbrigades.org](mailto:carlos.romero@globalbrigades.org) In the message, include the following information:

- Group name: One World Surgery, [trip dates]
- Travel Dates
- Routes (for example: Chicago to Tegucigalpa and Tegucigalpa to Chicago).
- Include any alternative departure airports

2. A member of the Global Brigades Travel Team will respond by email and provide you with group quotes from the airlines.

3. The group leader will confirm the preferred quote. The funds raised will be used to pay the deposit to secure the quote.

**The group leader is responsible for ensuring that the travel dates and arrival/departure times meet the flight booking guidelines outlined in One World Surgery's pre-trip informational packet. Volunteers will be responsible for transportation and/or convenience fees if their flights do not meet these guidelines.**

4. The Global Brigades Travel Team will provide the group leader with utilization deadline (last day to cancel reservation without penalty) and final names and payment deadline. Group leader will also receive spreadsheet to submit volunteer names and dates of birth for ticketing.

5. Group leader sends final names spreadsheet to Global Brigades Travel Team. Be sure to confirm that your travel and personal information (legal name, date of birth) on the quote are accurate. **Global Brigades is not financially liable for correcting any incorrect information.**

6. Total funds for airfare must be raised by the payment deadline. *\*\*If the group has not raised enough funds to cover the entire cost of the airfare, volunteers can make donations to the group fundraising page to cover the remaining amount.*

5. Final payment of the reservation will be made by One World Surgery, using the funds you raised. Any cancellations or changes (made after the utilization deadline) will be subject to the airline's fees and policies, at your personal expense. Please note that unless you have purchased a more expensive, refundable fare, your tickets will not be refundable.

### *Individual Travel*

*Any individuals whose are not included in the group reservation but will have their flights covered using funds raised by the group will need have their travel booked through the process outlined below. For individual reservations, do not initiate the flight booking process with Global Brigades until you have reached your fundraising goal or feel confident that you have raised as much as you can. Full payment for the airfare will be due within 24 hours of accepting the quote.*

1. The group leader emails [carlos.romero@globalbrigades.org](mailto:carlos.romero@globalbrigades.org) In the message, include the following information:

- Group name: One World Surgery, [trip dates]
- Full legal names (as it appears on passport) of volunteers requesting individual reservations
- Date of birth of volunteers requesting individual reservations
- Travel Dates
- Routes (for example: Chicago to Tegucigalpa and Tegucigalpa to Chicago).
- Include any alternative departure airports

2. A member of the Global Brigades Travel Team will respond by email and provide you with a quote.

3. The quote is good for 24 hours. You must respond within 24 hours to secure the reservation. Full payment for the reservation will also be due within 24 hours. *\*\*If you have not raised enough funds to cover the entire cost of the airfare, the volunteer can make a donation to the group fundraising page to cover the remaining amount.*

4. Be sure to confirm that the travel and personal information (legal name, date of birth) on the quote are accurate. **Global Brigades is not financially liable for correcting any incorrect information.**

**Volunteers are also responsible for ensuring that the travel dates and arrival/departure times meet the flight booking guidelines outlined in One World Surgery's pre-trip informational packet. Volunteers will be responsible for transportation and/or convenience fees if their flights do not meet these guidelines.**

5. Once the reservation has been secured, the reservation will be paid for by One World Surgery, using the funds you raised. Any cancellations or changes will be subject to the airline's fees and policies, at your personal expense. Please note that unless you have purchased a more expensive, refundable fare, your ticket will not be refundable.

## Frequently Asked Questions

### *Can I fundraise for my airfare?*

Yes, volunteers can fundraise for their flights. In order for donations towards flight costs to be considered tax deductible, the volunteer must use an Empowered.org fundraising page. The volunteer must also book their flights through Global Brigades Travel. One World Surgery will not provide funds to any other company or directly to the volunteer.

If you do not wish to book your flights through Global Brigades Travel, you can ask individuals to gift funds directly to you. If you choose this method, the funds are not tax deductible because they are considered personal gifts to you.

### *What if I don't reach my fundraising goal by the deadline?*

Make a personal donation to your fundraising page to cover the difference.

### *If I raise funds in excess of my program fee and/or flights costs, can I use the funds to cover passport or immunization costs or other out of pocket expenses?*

No, additional funds cannot be used to cover out of pocket expenses. Additional funds will be considered a general donation to One World Surgery.

### *If the trip is cancelled or I withdraw my participation, can I or my donors receive a refund of funds raised?*

No, all donations are made to One World Surgery, a registered 501c3 nonprofit organization in the United States. In accordance with IRS regulations, donations are nonrefundable. Volunteers who cancel their trip may designate their funds to cover the costs of another volunteer, or they may use the funds for another One World Surgery mission within 12 months. Otherwise, funds will be considered a general donation to One World Surgery and will be used to further our mission.

### *If the trip is cancelled or I withdraw my participation, what happens to the funds raised for my flight?*

If the cancellation is made before full airfare payment is due, only the deposit is lost. If the cancellation is made after full airfare payment has been received, in most cases, an airline credit valid for 1 year is issued to the individual by the airline. Communicate with your airline to cancel the flight and confirm that a credit will be issued under your name. In most cases, you will have to pay a change or cancellation fee at the time you use the credit.

*Can I add personal travel to my itinerary using funds raised through Empowered.org?*

No. Funds donated through your Empowered.org fundraising page are considered tax-deductible. Personal travel is not a tax-deductible expense, and therefore, funds raised through Empowered.org cannot be used for personal travel. If you would like to add personal travel before or after your medical mission, you must book flights separately from your medical mission flights (i.e. directly through airline) and using your own personal funds.

*My medical mission registration account (Regpack) still shows a balance due. When will my account be updated to reflect funds raised towards program fees?*

Your Regpack account balance will be updated within 2 weeks after the program fee payment deadline (4 weeks prior to trip).

*Can my donors contribute by check?*

**One World Surgery highly prefers that all donations towards your program fee and/or flight costs are made online directly through your fundraising page.** If you receive donations by check, they must be made out to One World Surgery. Checks made out to the volunteer are not tax-deductible. For a donor to receive a tax acknowledgment, the check must also come directly from the donor. For example, if donors write checks to the volunteer and the volunteer writes a single check to One World Surgery, we cannot acknowledge the individual donors.

**To facilitate the tax acknowledgment process, and ensure checks are credited to your fundraising page, please ask donors to complete the donation form at the end of this guide.** We will manually update your fundraising page to reflect any checks received on your behalf.

Checks should be sent to:

One World Surgery

Attn: Claire Cunningham

510 Lake Cook Road, Suite 400

Deerfield, IL 60015

*Can One World Surgery accept cash donations?*

**No, One World Surgery cannot accept donations of cash.** If you receive cash donations, take the collected cash to the bank and ask for a bank cashier's check made out to One World Surgery. Please note that One World Surgery will not be able to provide tax acknowledgments to the individual cash donors.

## Check Donation Form

Volunteer Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Donor Name: \_\_\_\_\_ Gift Amount: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Make check payable to One World Surgery. Mail this form and the check to:

One World Surgery

Attn: Claire Cunningham

510 Lake Cook Road, Suite 400

Deerfield, IL 60015