



Service. Healing. Transformation.

**Medical Mission**  
**Individual 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 Personal Fundraising Page

1. Go to [Empowered.org](https://empowered.org) and click Sign Up in the upper right corner. Select the New Users option.

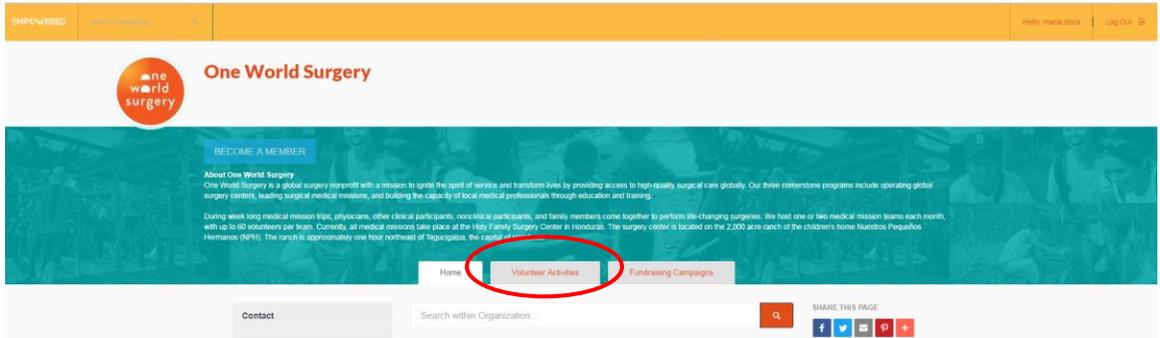


2. Register for an Empowered.org account by completing the registration form. You'll need to provide your name, email, and location and create a password for your account.

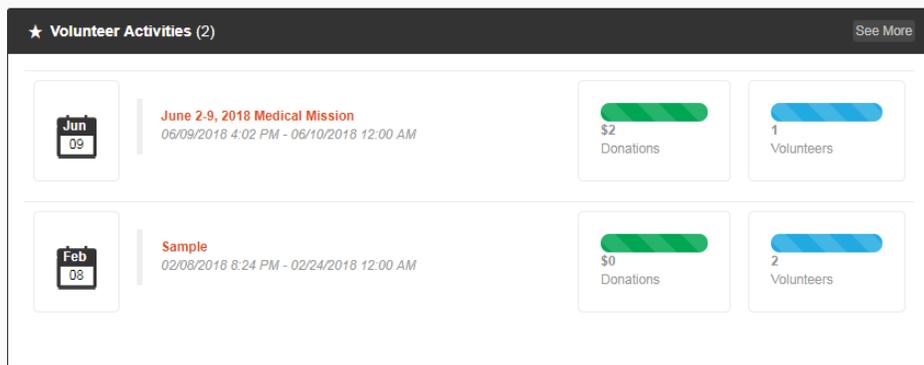
3. After you've created your account, type "One World Surgery" in the search field to find One World Surgery's organization page.



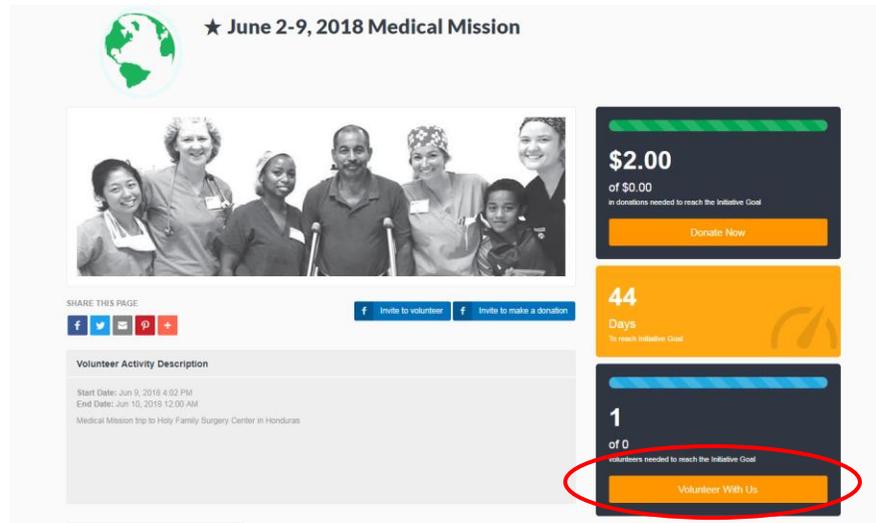
4. Click on the result for One World Surgery to navigate to the organization's main page. Click on the Volunteer Activities tab to see a list of all the upcoming medical missions.



5. From the list of Volunteer Activities, click on the dates of the mission for which you want to fundraise.



6. Click the “Volunteer with Us” button to fundraise for this mission.



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

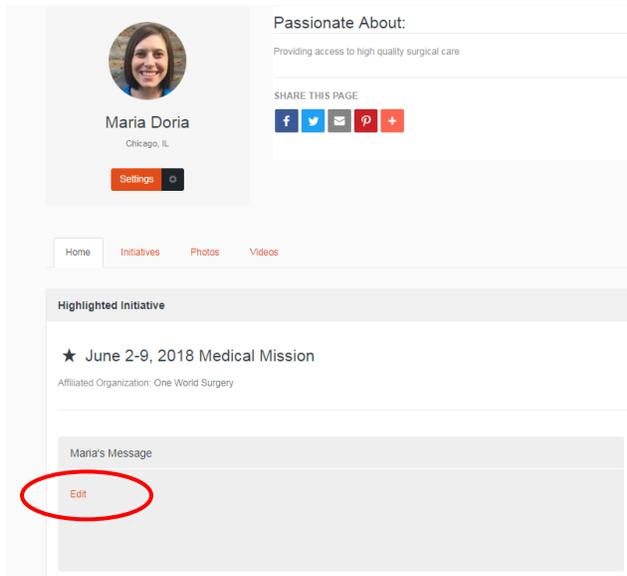
1. Go to [www.Empowered.org/one-world-surgery](http://www.Empowered.org/one-world-surgery) . Select Log In at the top right of the screen. Enter your username and password.



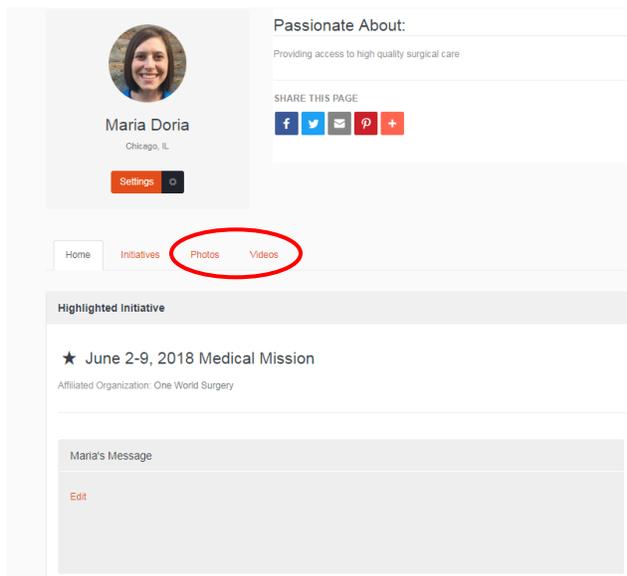
2. At the top right of the screen it will say “Hello, [Your Name].” Click there to navigate to your personal fundraising page.



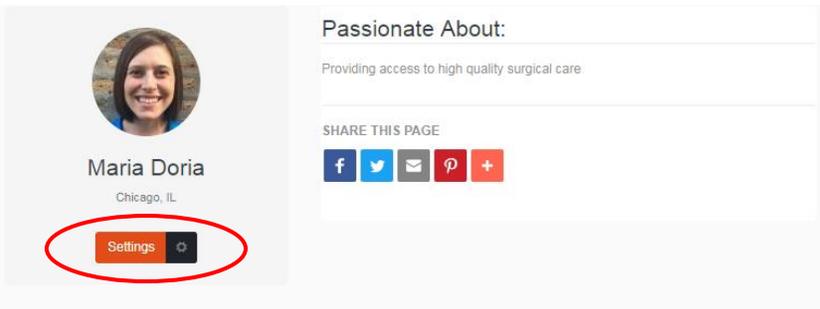
3. *Add a personal message to your donors:* Click “Edit” in the [Your Name]’s Message box. Enter text for your personal message and save.



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 returning volunteer, sync with your personal Facebook page and share photos or videos from your previous mission. If you are a first time volunteer, share photos or videos from the One World Surgery Facebook page ([www.facebook.com/oneworldsurgery](http://www.facebook.com/oneworldsurgery) )



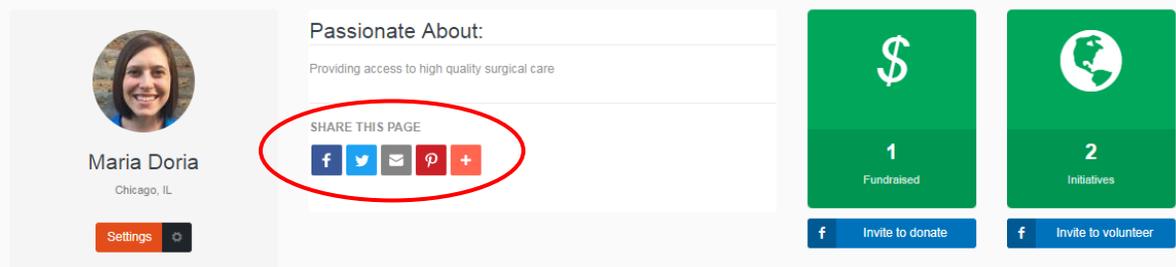
5. *Include a profile picture and update the "I'm passionate about" section:* Click on the "Settings" button under your name (left side of the screen).



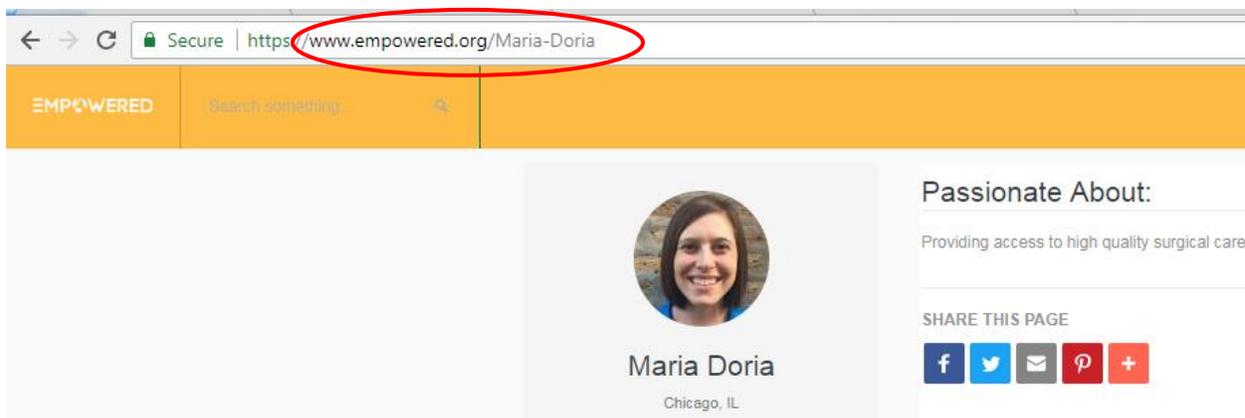
6. From the settings page, update your personal information. Edit and save your personal information. You can include a photo of yourself, which you have the option to upload from your computer or from your Facebook profile. If you choose to sync with Facebook, make sure that you have the photo you want 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.

The screenshot shows a Facebook profile for Maria Doria, Chicago, IL. The profile includes a profile picture, a cover photo, and a bio: "Passionate About: Providing access to high quality surgical care". There are social sharing buttons for Facebook, Twitter, Email, and Print. Two green boxes show fundraising progress: "1 Fundraised" and "2 Initiatives". Below these are buttons for "Invite to donate" and "Invite to volunteer". A navigation bar at the top has "Home", "Initiatives", "Photos", and "Videos". The main content area is titled "Highlighted Initiative" and features "★ June 2-9, 2018 Medical Mission" with the affiliated organization "One World Surgery". There is a section for "Maria's Message" with an "Edit" link and a "Volunteer Activity Description" section. A dark fundraising overlay is positioned on the right, showing "\$1.00 of \$1,600.00" and a "Donate Now" button circled in red.

Instruct donors to make sure that your name is selected under the “Make a donation of behalf of a volunteer” drop down menu. This ensures that the donation will be credited to your fundraising page.

## DONATE TO JUNE 2-9, 2018 MEDICAL MISSION

Your donation to our volunteer activity is sincerely appreciated and much needed! You and your support help make social change possible. Thank you!

Destination  Make a donation on behalf of a volunteer:  
Maria Doria

Make general donation to June 2-9, 2018 Medical Mission

Amount USD \$ Enter Value .00

Leave a Comment  
Your message will be displayed on the group's (volunteer's) pages

Make my donation anonymous

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Continue](#)

Powered by  stripe

## 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	✓	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 2009, 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

**Volunteers who fundraise for their airfare must book their flights through Global Brigades Travel.** 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. Email [carlos.romero@globalbrigades.org](mailto:carlos.romero@globalbrigades.org) In the message, include the following information:

- Group name: One World Surgery, [trip dates]
- Your full legal name (as it appears on your passport)
- Date of birth
- 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, make a donation to your personal fundraising page to cover the remaining amount.*

4. 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.**

**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 your 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: \_\_\_\_\_ Zipcode: \_\_\_\_\_

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