



BETHEL MISSION GUIDE

TAKE ACTION CHECKLIST

- Review Mission Project Timeline. (Page 5)
- Verify that your Passport is valid or apply for a Passport if needed. (Page 2)
- Mail your Prayer/Financial Support Letter after attending your first meeting.
- Complete Team Member Application and turn in to Team Leader with a clear copy of your passport and Medical insurance card

PASSPORT PROCEDURES

APPLICATION FOR NEW PASSPORT

For up to the moment detailed information go to www.travel.state.gov/passport. You can also get information and the Passport Application at a local Post Office. IT WILL TAKE AT LEAST 6-8 WEEKS, SOMETIMES MORE, TO RECEIVE YOUR PASSPORT, SO IT IS VITAL THAT YOU BEGIN WORKING ON YOUR PASSPORT AS SOON AS POSSIBLE.

The applicant must appear before a local, designated passport acceptor (usually a postmaster or clerk of the court) for the signing and witnessing of the application. To find the office closer to you go to <http://iafdb.travel.state.gov> or call Telephone Number: 1-877-4USA-PPT (1-877-487-2778).

There are rules specific to passport applications for All Minors ages 15 and under, and also Minors ages 16-17. Please read these instructions carefully on the above website for parental consent and ID requirements.

Below are three locations in our area that accept passport applications.

LEEDS POST OFFICE

(THEY CAN MAKE PASSPORT PHOTOS AT THIS LOCATION)
1500 8TH STREET
LEEDS, AL 35094
205-699-1077

ST CLAIR COUNTY PROBATE OFFICE- PELL CITY

(THEY CAN NOT MAKE PASSPORT PHOTOS AT THIS LOCATION)
1815 COGSWELL AVE SUITE 212
PELL CITY, AL 35125
205-338-9449

Passport photos can be taken at Walgreens, CVS or Wal-Mart.

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white background

RAISING YOUR SUPPORT TEAM

Sending Your Prayer /financial Support Letter

Your team leader will provide you with a project account number that the Missions Department assigned to the project you are participating in. Please make sure you include the project account number in your letter. The Project Leader needs to approve your letter before mailing.

My Project Account Number _____

Compose your own letter. It is unwise to copy from a sample letter. The last thing a supporter wants to receive is four copies of the same letter with four different signatures. People prefer to read a personal letter.

PLEASE INCLUDE THESE ITEMS IN YOUR SUPPORT LETTER

- All checks must be payable to Bethel Baptist Church
- Contributors are not to write on the memo line of the check
- Provide your contributor a self-addressed return envelope
- Request them to mail their check to you, the team member
- Include a due date for funds 6-weeks prior to departure

If you exceed your personal goal for fundraising, or if you are unable to complete the project with your team, any additional funds will be applied to the team goal for this project. At the end of the project any surplus funds will go into the General Missions Project Fund. Funds cannot be held over for future projects either for the individual or the team. Every new project begins with a balance of \$0 in the project account.

Lastly, send a team Thank You/Prayer card with a personal note of thanks to your supporter. These will be provided by your project leader after your team picture is taken.



