



## Student Support Raising Policies

### Guidelines

1. You only need to raise \$2,500 to cover your Orlando Project cost.
  - a. Anything raised above and beyond, by IRS Law, cannot be paid back or refunded to the student.
  - b. Contributions to Campus Outreach over \$2,500 will be used to help other students with their OP cost.
2. If you need extra finances above the cost of the Orlando Project for travel, food or other expenses you will not be able to pay those with donations to Campus Outreach but must use personal funds.
3. COI has a **no cash policy** for the Orlando Project. COI staff and appointed leaders will not handle or deposit cash gifts. If a supporter gives in cash, the student is responsible for depositing the cash in their personal account, writing a check for that amount to Campus Outreach, and turning it in on the first day of the Orlando Project. Cash gifts are not tax-deductible.
4. **You are responsible for contacting supporters and tracking the support that you have raised. The CO office will not update you on checks received in the office or online donations received until you arrive at the Orlando Project.**

### Ways to collect and submit support

1. **Checks** should be made payable to "Campus Outreach". The memo line should have Orlando Project and your name (ex: "Orlando Project - Student Name")
  - a. Communicate to supporters: Gifts given to Campus Outreach are deductible to the fullest extent allowed by the law. Campus Outreach is a ministry of LifePoint Church and a charitable 501(c)3 organization. For gifts of \$250 or more, statements will be mailed out the following January following the Orlando Project.
  - b. Checks made out in your name are not tax deductible and cannot be processed by Campus Outreach.
  - c. Please collect all checks and turn them in on the first day of the Orlando Project.
  - d. It is preferable that checks are held and turned in during the first day of the Orlando Project. However, if a supporter requests their check be processed sooner the check can be **mailed** to Campus Outreach along with a note stating the purpose and who the donation is intended for to:

*Campus Outreach Indianapolis  
PO Box 17100  
Indianapolis, IN 46217*
2. **Online** through [theorlandoproject.org/give](http://theorlandoproject.org/give)
  - a. Online payments will be credited to your account balance
  - b. Communicate to supporters: All online donations to Campus Outreach are tax deductible, however only donations of \$250 or more will receive a year-end giving receipt.