

Please inform each person doing fundraising of the following:

1. Donation Forms-

- Only the approved form may be used for fundraising.
- Do not alter the form other than the student should add their name, ID number and cell phone number.
- Maintain the approved size and orientation.
- Checks should be made payable to ONU but if they are made out to the student (or other family member); make sure they are endorsed before bringing them to our office.

2. Online donations:

- **Students** are **NOT** to enter donations online from **donors**. Donations must be processed in our office, in their original form, so a receipt and accurate accounting will be maintained for the gift.

3. Money from parents should be processed as a donation, accompanied by the donation form, in order for parents to receive a receipt for tax purposes.

4. Student's personal money may be processed in two ways:

- By the ONU cashier in Miller Business Center
- Online at <https://securepay.olivet.edu/donate/smdonate.asp> (see below)


If this option is chosen, they **MUST** check the box indicating that they are paying on their own trip. Failure to do so will result in extra time in processing.

Donations and Payments to Student Mission Trips

NOTE: Donations for the Honduras trip should be made at www.footstepsmissions.org

THIS FORM IS PRIMARILY FOR NON-REFUNDABLE CHARITABLE DONATIONS FOR STUDENT MISSIONS. If your student is unable to attend, your donation will support other students participating in the trip.

I am submitting a payment for my own trip.



Thank you for your donation to support an MIA student.

Select a Missionary (Trip) ▼

Enter payment amount

Add comments here

5. Students can check their mission trip account online at <https://etcentral.olivet.edu>.