



2020 GUIDE TO SEND ME TO SERVE

Each year, hundreds of young people make the decision to commit to a year or two of service with the Jesuit Volunteer Corps. Jesuit Volunteers (JVs) engage in vital service within 43 communities around the world. Send Me to Serve (SMTS) has two primary functions: (1) To help incoming Jesuit Volunteers and their friends and families to connect more deeply with the mission of JVC; and (2) To raise funds in support of JVC, which will help us continue to partner with over 200 non-profit agencies and provide vital service to tens of thousands of people every year.

GENERAL TIMELINE

- **After offer is signed with JVC:** Create your SMTS personal account
- **Starting in March:** JVC Staff will contact you via email to schedule a SMTS Call
- **Spring through August:** Time to focus on receiving all donations to your personal campaign *before* Orientation; encourage donors to pledge future gifts or set up a recurring gift towards your SMTS goal; complete onboarding tasks; and prepare for your term of service
- **August 1 through January:** Encourage more donations towards your goal; update your donors on how your term of service is going on your SMTS “feed” by uploading photos and videos from your experience. In January, the campaign will officially close.

GOALS // CHECKLIST

Send Me to Serve Goals	Complete?
Take your SMTS page photo	
Write your #CommittedToJVC Story	
Create your Send Me to Serve Page	
Outreach to 30-50 people (e.g., text, email, call) and let them know you're doing JVC; share your SMTS page	
Post Send Me To Serve campaign link across social media	
Receive at least 10 donations at any amount to SMTS page goal	
Follow-up 2x with those on your outreach list before Orientation	
Send a thank you note to all donors	
Send an update to your outreach list after arriving in your city of service	



GETTING STARTED

+Do I need to do anything before creating my page?

- **Write your #COMMITTEDTOJVC story.**
You might use a combination of some of your application responses or write something entirely new! Either way, this is an opportunity to share your story and reason for signing on to do the Jesuit Volunteer Corps with your community. It is a nice gesture or place to point people to when they are curious about what JVC is and why you've chosen to do it.
- **Download your GOING TO BE A JV sign and make it your own.**
Take a selfie or have a friend snap a photo of you holding up your decorated sign.
 - [Download and print here](#)
 - Share this on the incoming JV Facebook page!
 - Share on social media and tag @JVCNation and tag #committedtojvc for us to repost yours!

+How do I make my Send Me to Serve page?

- Create an account login using the same information as your SurveyMonkey Apply account.
 - Using the **SAME INFORMATION** as your SurveyMonkey Apply/JVC application account (e.g., Email and Full Name). Please avoid use of nicknames here.
 - **Goal Amount:** Domestic Program JVs – Set your goal as \$700 and International Program JVs – Set your goal as \$3,000
 - Upload your “**Going to be a JV**” photo as your SMTS profile page photo.
 - Copy + Paste your #COMMITTEDTOJVC story for your viewers to see.
- Click “join a team” and search by city or house name to find your JV community.

WHAT TO EXPECT

- Once your account is made, you can expect an email from a member of JVC staff to schedule your SMTS Welcome Call.
- Begin making [your outreach list](#) in preparation for any questions that might come up on your call.

FREQUENTLY ASKED QUESTIONS

+How do you collect and submit Donations to JVC SMTS Campaign?

- You should direct as many donors as possible to your online donation page; however, individuals can also write checks and mail them into our office in Baltimore. A few key things to keep in mind:
- All checks should be made out to Jesuit Volunteer Corps or JVC



- YOUR NAME should be written on the memo portion of the check. NOTE: Checks mailed to JVC without explanation will not be attributed to any persons fundraising efforts.
- Mail ALL checks to: Jesuit Volunteer Corps 801 St. Paul Street Baltimore, MD 21202
- **Don't hold checks!** Mail them right away so they can be cashed. Once they are cashed JVC will apply them towards your goal and the thermometer in your fundraiser page will move up!

+What should you do if you receive a check made out to you (the Jesuit Volunteer) instead of JVC, the organization?

Please immediately cash the check and write a new check made out to Jesuit Volunteer Corps or JVC (following the directions in the question above). Make sure to include the contact information for the donor so they can be acknowledged and thanked by us at JVC.

+Can I just cash the check and make a gift using my credit card on my online page?

No, please do not do this! If you do so, our system will credit YOU for the gift instead of the actual person who made the gift for tax purposes. Doing this doesn't give credit to the generosity of your family member or friend who made the donation and they will not be able to get a tax deduction for it.

+Where does the money go?

Agencies pay a fee to JVC to have a full-time staff member serve at their organization. And these agency fees help cover some of the costs of JVC, but not all. Each agency partner is saving an average of \$22,000 each year per volunteer by employing a JV.

The remaining funds to cover the costs of travel, insurance, retreats, living expenses, emergency situations, and formation materials relies on JVC to fundraise about \$2 million per year. We fundraise through several streams including annual appeals, FJV giving, foundation grant funding, the Jesuit provinces and communities, and of course Send Me to Serve! Send Me to Serve can provide as much as 15% of the money we raise over the course of the year.

All of our fundraising, including SMTS, helps us maintain those low costs for agencies. The money we raise covers the expenses for the 5 retreats you'll participate in during your JV year, including Orientation coming up in just a few months!

If you or your donor has any donation questions like how to give a stock gift or set up an employer match, or something else out of the ordinary, please contact Karen Griffin, director of development at kgriffin@jesuitvolunteers.org or 410-244-1733.