



THE FOLLOWING ARE THE ITEMS INCLUDED IN THE HOST PACKET:

IHW "A Day to Remember" DVD
Introduction letter to Host from Program Coordinator
Sample Schedule of a Day to Remember
Host Commitment Form
Step By Step Guide to Planning a Day to Remember
General Policies
Sample Volunteer Letter
Volunteer Commitment Form
Sample Sponsor Letter
Flash Drive That Contains Everything Listed Above.



Welcome to the In His Wakes family and thank you for partnering with us in our efforts to introduce people to the life-changing power of Jesus Christ through our amazing water sports program, A Day to Remember! We are honored and excited to work with you over the next few months as we plan and prepare to offer youth in your area an experience of a lifetime and a message of hope that has the potential to impact their lives for eternity.

A successful Day to remember will be the product of our working closely together. Enclosed is our planning packet which will help you, the "Event Host," plan your event! Following the guidelines set forth will ensure that the event is planned in a timely fashion and that the event itself runs smoothly, safely and impacts the participant's and volunteer's lives in an amazing way!

The information included is not meant to be overwhelming, but rather as a resource to answer any questions you may have. Please review the following information and do not hesitate to contact me if you have any questions or concerns.

You will be joined the day prior to your event by one of our Day to Remember teams. They will direct the on- water activities of the event and work closely with you and your volunteers to ensure that the Day to Remember event is a positive experience for all! **Please note the following items will be supplied by the In His Wakes team. (1 boat; 2 booms; all life vests needed for participants; skis, tubes, kneeboards, wakeboards & ropes to outfit four boats; 4 pop-up tents (others may be needed) and 2 five gallon coolers.**

Please don't hesitate to call upon me at any point in the planning process. I am here to ensure that your experience is an incredible one from start to finish!
In His Wakes,

Nate Miller
Director / President - In His Wakes Outreach
nate@inhiswakes.com
352-745-0283

Day to Remember Sample Schedule

7:30am	Event Host and IHW Staff Arrive
8:00am	Final site preparations and schedule review Volunteers Arrive – Sign registration forms Review safety guidelines and policies Pray for the Day!
9:00am	Event Participants Arrive Children line up with paperwork in hand and give to registrar Bathroom and Changing Time
9:15am	Registration/Arm bands given
9:30am	Nate Miller divides participants into groups, review rules, shares plan for the day Life vests fitted Pray for the Day!
10:00am	Water Activities Begin
10:45am	Snack volunteers set up for snack
11:00am	Snack for kids (water activities continue through snack)
12:00pm	Lunch volunteers set up for lunch
12:15pm	Lunch (water activities cease during lunch, exhibitions may be given)
1:00pm	Water Activities Resume
2:30pm	Water Activities Finish
2:45pm	IHW Staff shares gospel and extends invitation for salvation and prayer Awards Ceremony/Group Pictures
3:30pm	Event Participants Depart Site and Equipment cleaned up and packed up

Note: Schedule is a sample schedule and is subject to change on the day of event. IHW staff will have an updated schedule the day of the event.



Day to Remember Host Commitment

I, _____, as a host of a Day to Remember on _____, at _____ understand the purposes behind the Day to Remember event. I understand the timeline that has been laid out and the importance of each responsibility. I will commit to completing each of these items by the date specified on the timeline. I also understand that the safety of the volunteers and participants of the event is of utmost importance. To ensure a safe event and one that will glorify God, I commit, to the best of my ability, to the following:

- 1) To adhere to the General Policies pertaining to dress, alcohol, and demeanor as outlined in the General Policies outlined in the In His Wakes Manual and to ensure that all volunteers and participants attending the event are aware of and follow these policies as well.
- 2) To adhere to the General Safety Rules for the Day to Remember on-shore and on-water activities as outlined in the In His Wakes Events Manual. I understand that it is my responsibility to ensure that all of the volunteers and participants attending this event are also aware of and follow these General Safety Rules.
- 3) To provide an event of excellence that creates a memorable event for all in attendance to the best of my ability. To accomplish this I will ensure that the event is well-organized and operated by responsible volunteers.
- 4) To host an event consistent with the Statement of Faith outlined in the In His Wakes Manual. I understand that a gospel presentation, consistent with this Statement of Faith, will be presented at the event by an IHW member.

I have read and understand the mission statement, the statement of faith and the policies and procedures of In His Wakes and will do my best to uphold those standards. I also understand that by signing this form, I am consenting to a background check performed at the discretion of In His Wakes.

Please sign and email to ivy@inhiswakes.com

Date: _____

Site Representative

Please Print:

Name Phone Email

Address City State ZIP

EVENT HOST'S TIMELINE FOR A DAY TO REMEMBER

A Day to Remember for _____ is scheduled for
(participant)
_____, _____ at _____.
(day) (date) (site)

THREE MONTHS PRIOR TO DATE OF EVENT

- _____ Review received host packet, speak with Nate Miller regarding questions and concerns regarding your pre-event planning.
- _____ Confirm Participant Group and determine the size of their group including their staff. Send head count and contact information to Nate.
- _____ Deliver Participant Packet to Participating Group in person and share with them the exciting events planned for the event and provide directions to the site.
- _____ Inquire with participating organization whether Media can be invited.
- _____ Sign host commitment, email to ivy@inhiswakes.com.
- _____ Confirm with lake owners or parks/recreation authorities to secure lake and obtain any permits that are needed.
- _____ Pray for God to lead the right volunteers to your event, pray for safety for your event and for the hearts of the participants to be prepared for this incredible day of activities and message.
- _____ Order portable toilets if there are no bathroom facilities on the site. Most rental companies can recommend how many are necessary based on number of participants. We recommend that at least one of the units be a handicap accessible toilet.
- _____ Obtain financial and product/food sponsors for your event to help offset the ministry's cost of supplies, staff travel, and insurance. See sample sponsor letter included in host packet.

TWO MONTHS PRIOR TO DATE OF EVENT

_____ _____ Secure lunch for the participants, participant staff, volunteers, and IHW staff at D2R from local food Business or organize volunteer group to make lunch.

_____ _____ Make courtesy contact to participating organization to answer any questions and to share with them your excitement over the upcoming event.

_____ _____ If appropriate and allowed, share at your local church the ministries of In His Wakes and your hosting of A Day to Remember. Invite them to partner with you by sponsoring a child at the event.

ONE MONTH PRIOR TO DATE OF EVENT

_____ _____ Confirm boats to be used and their arrival time. Please Make sure boats have general liability insurance.

_____ _____ We encourage you to set some time aside to meet with your volunteers for prayer over the coming event.

_____ _____ Make another courtesy call to participating group. Remind them of arrival time, ensure they have directions to lake, & remind them to bring completed liability waiver, registration forms to site.

TWO WEEKS PRIOR TO DATE OF EVENT

_____ _____ Confirm with lunch provider the delivery or pick-up time of lunch. Make sure they have directions of event if they are delivering the food to the site and a name of who will be meeting them on site.

_____ _____ Send out email or phone reminders to volunteers reminding them of the time of the volunteer meeting and their responsibilities.

_____ _____ Confirm number portable toilets, delivery time, and location. (If needed)

_____ _____ Contact sponsors of the event, thank them for their support and make sure they know the time and date of the event. Collect sponsorship monies if appropriate.

DAY OF THE EVENT

_____ _____
Host and Coordinators should arrive on site at least 1½ hours ahead of starting time for final site set up if not done ahead of time.

_____ _____
Volunteers should arrive one hour prior to event starting time. Have volunteers check in upon arrival at the registration table. **ALL VOLUNTEERS MUST REGISTER ON SITE AND SIGN ALL WAIVER FORMS.**

_____ _____
IHW staff will review boat patterns and event schedule with volunteers and lead them in prayer.

_____ _____
Direct all participants to registration table. Each Participant should have waiver forms and should provide them to registrar and obtain a wristband and water bottle. Staff members will also need to sign registration form on site to serve as record of those on site. Everyone who attends the event must register and obtain a wristband for easy identification.

STEP-BY-STEP INSTRUCTIONS TO PLANNING A SUCCESSFUL DAY TO REMEMBER!

Planning is the key to success and our staff is committed to assist you throughout the Day to Remember planning process. Our **Day to Remember Director, Nate Miller**, will be working with you regarding the on-water activities of the event. He will help you understand how the day will be run from start to finish.

Once you have determined that you would like to host a Day to Remember, we will be assisting you in the pre-planning of the events in areas such as insurance, registration, liability forms, etc. The Miller team will be an invaluable source of information, so please don't hesitate to call upon them!

I. Attending an IHW Event

In order to gain valuable knowledge and confidence to host your own event, we suggest that you join In His Wakes at an already scheduled D2R event which is in close proximity to your location. This will give you the experience and confidence to host your own event and familiarize you with the activities of a Day to Remember. It is not, however, required that you attend an event prior to hosting your own. We will be right there beside you to encourage and instruct you every step of the way.

II. Location

The first thing you must do is determine a location for the event. We have found it best to host a D2R at a private lakes. Many times, ski clubs will donate their site for an event of this nature and will often have a base of volunteers who will love to come aboard. We do hold D2R's at public lakes as however, the key to their success is ensuring that the group was kept within some boundaries and away from outside interferences. Public lakes also present the issue of having to receive permits to hold the Day to Remember.

III. Finding the Participants

You will need to locate participants for your event! Local Group Homes, Boys and Girls Homes, Inner City Youth Groups are a great place to start. We have also had domestic shelters and children abuse shelters out to the lake for an incredible Day to Remember. Anyone who would not normally have the opportunity to experience water sports are perfect candidates for participating in this event.

Contacting these organizations and explaining how our D2R ministry works is very important and needs to be done in a very professional manner. Enclosed in this packet are ministry brochures which can be shared with potential participants. Also enclosed is a ministry DVD which will provide the participants with a visual example of what to expect at a Day to Remember. Keep in mind these agencies are responsible for the well being of these children. If they say no, please don't try and convince them that this event is a must for them. Simply move to the next phone number on the list. Ask God to direct your path here and He will lead you to just the right group.

IV. Number of participants

The number of participants will be determined by the size of your lake. You do not want to take on so many participants that the day is rushed and people are standing around inactive. Furthermore, the number of participants will also greatly depend on your volunteer base and vice versa.

It is the quality of the D2R that matters. We are looking for quality one-on-one time to minister to these participants, most events range from 15 – 25 participants.

V. Insurance

Each event must be sanctioned through WWA. Our Programs Coordinator will secure this sanction for the event. All sanctioning fees will be paid by In His Wakes.

The boats used in the event must also be insured with liability insurance

VI. Volunteers

The number of volunteers is determined by the size of your group. The volunteers you select will be the number one factor of whether the D2R will be a success or not. Please don't take this lightly. Pray and ask God to guide you in this process. You want volunteers who have a passion for water sports and people. These volunteers will be a blessing to those attending the event. Furthermore, the lives of the volunteers will often be forever changed as a result of being involved with a D2R. God has a purpose for each person, whether participant or volunteer, as to why they are involved.

Due to the nature of our events and especially the groups that we work with, it is of utmost importance that you know who is attending your event. These events should not be open to the general public in order to ensure the safety of the children.

VII. Funding of Event

With our new data base program you will now have the ability to set up your own, personalized D2R page. This will be a great tool for getting the word out about your event and can also be used for fundraising, even features a thermometer that you can set a target amount on.

Go to <http://inhiswakes.donorpages.com/DaytoRemember2016/> Follow this link, scroll down page and click on "Join Us, Register" button. You can customize it as much as you want or use the template and just change dates, etc... Once set up you can email the link out to your contacts.

We have never charged the participants of our D2R participants to come to our event and **In His Wakes would NEVER not hold an event because funds were not raised in a particular location.** We have been called to minister and we trust God will provide for our needs. However, you can imagine with 1200 participants in 2014 at \$100 a participant, insurance for a water sports ministry, and travel cost for our staff and equipment to 60 events across the nation, it can become quite an expensive task.

To help cover the cost of these events, we are asking for the Host to aid In His Wakes by approaching local business to become sponsors of the Day to Remember. The Host can also approach their local church and present a “sponsor a child” campaign to help raise funds to cover insurance and items we handout to the participants. It is suggested that the Host seek sponsorship dollars of \$100.00 per participant.

Through this sponsorship campaign, we are hoping that local communities and churches will become aware of the ministries of In His Wakes and that they will desire to partner with us as we bring a Day to Remember that will impact the participants in your community for a lifetime. Please put your "thinking cap" on for fundraising ideas for the event. Whatever funds that are raised are a blessing to ministry.

VIII. Equipment Needs

You will be coordinating with Nate to secure the necessary equipment for the Day to Remember. We will bring one boat a majority of the needed items with us. As mentioned above, we bring enough skis, ropes, tubes, wakeboards, life vests, etc. to equip 5 boats;

The following are necessary items for your D2R:

Boats: Inboard boats are recommended. On private ski lakes we will use two boats so, only one other boat will need to be on site. Open / Public sites the number of boats will depend on the group size we are working with and the size of the body of water.

Swim Area Designation: The swim area needs to be obvious to avoid boats coming into the area, or participants swimming outside of the area.

First Aid Kit: We will bring a complete first aid kit, others are sometime helpful. It is always helpful to have a list of phone numbers and directions printed to the local hospital, just in case.

Sunscreen and Sun Protection: Many of these participants have not spent a great amount of time in the sun and regardless of their skin color, they will need to protect their skin from excess sun exposure. Encourage participating group to bring sunscreen if available, we will have some on site as well. Bimini tops are recommended for the protection of participants and crew.

The following items are great additions to your D2R but are not required:

Boom: This is a bar that is attached to the boat's pylon and extends out to the side of the boat. It is a great way to teach those afraid of the water how to ski and is very efficient in large group settings.

Inflatable toys: Kids love jumping and climbing on inflatable toys. This adds a great element to the swim station. Limit the number of participants allowed to jump on the inflatable toys. Also remember to pair up participants by age and size.

Tents: Often the weather is very hot during our D2R events. It is suggested to have pop-up tents under which the food and beverages can be served, we bring 4 however, more may be necessary. At the end of the day we assemble the participants under the tents or some other shaded area for our closing ceremony as they are usually tired and hot from the sun. This helps keep their attention during the gospel presentation.

IX. Day to Remember Requirements

Organization Representative on Site: A representative of the participating organization **MUST remain on site at all times.**

Beverages, Lunch, and Snacks: We do ask that you serve lunch to the participants, volunteers, and IHW crew. This can be done by contacting a local business to have it donated or having volunteers bring items needed for sandwiches, hotdogs, etc...

Participants will be issued a personal liquid bottle at the beginning of the event so that they can reuse it during the day. We will bring two Igloo coolers for powdered drink mixes for the kids to refill their bottles throughout the day.

Also, the participants are greatly appreciative of any snacks provided throughout the day.. Many of these kids may not have had anything to eat prior to their arrival and this will ensure their well-being during the morning. They also enjoy ice cream and other goodies at the close of the day's activities as they are waiting for their bags and awards. Of course, the extra snacks are not required but are nice touches to the event and are greatly enjoyed by the participants.

Worship Service and Awards Ceremony: Impacting the participants for eternity, through the message of hope and love of Jesus Christ is the focal point of our ministry. An In His Wakes Representative will conduct the worship service and awards ceremony. The awards ceremony is a time of recognition and encouragement for the participants and it sends them back into the world with a reminder that they are champions in God's eyes! It is a wonderful touch to have Praise and Worship music at the closing ceremony, but it is completely optional.

Bathroom Facilities: Upon arriving and during the event, participants and volunteers will need to use the bathroom. If a facility isn't available, you will need to arrange for a port-a-let to be delivered to the event. It is suggested that a handicap access toilet is ordered as this also serves as a changing area. Number of toilets will depend on group size. We have also used motor homes for changing areas and toilets.

Liability and Registration Forms: All individuals attending (whether volunteers, volunteer's family members, participants, guardians of participants) the event must sign the registration form and all liability waivers. It is the responsibility of the host to ensure that everyone, including themselves, sign these forms upon arrival on site.

GENERAL POLICIES

In His Wakes is a nation wide ministry with staff and volunteers from diverse backgrounds and experiences. Therefore, it is necessary to lay out general policies in order to ensure consistency between our activities, mission and our statement of belief. It is never our intent to seem “legalistic” in these policies or to cast judgment on those who may not agree with them. However, because of the nature of our events being an **active water sport Christian ministry**, it is necessary to lay out general policies which apply to our events, our staff and volunteers, and to the participants which attend the events.

The general policies were weighed against the following criteria:

- Does the policy ensure the safety of our volunteers and our participants?
- Does this policy help create an event that will honor and glorify God?
- Does this policy prevent an act which could pose as a “stumbling block” to a participant or volunteer of the ministry coming to know Jesus as their personal Savior?

The following are the general policies which are to be adhered to at all In His Wakes events, including the “Day to Remember” and “On the Shores” events, and/or while acting as an In His Wakes representative. Failure to adhere to these general policies and the general safety rules found in this manual may result in a removal of the individual from the event.

ATTIRE:

The nature of our sport and activities requires the wearing of swimsuits. For those of us who have grown up in the world of water sports, this really doesn't pose an issue as we are accustomed to wearing bathing suits in public. However, because of the background of our Day to Remember participants, they are often not accustomed to being around people who love the water and the sun as much as we do.

A high majority of our participants come from backgrounds of physical abuse, sexual abuse, and pornography and as a result they may have a view of the body that is not healthy. Furthermore, many of the participants come from impoverished backgrounds and many do not own a bathing suit. For most, shorts and a t-shirt are their attire for our water sports activities. For these reasons, we are asking our staff and volunteers to dress modestly in the course of our **Day to Remember** events.

One piece suits are appropriate; however, we ask that shorts or board shorts (may be girl cut or boy cut board shorts) be worn over the one piece suit. Bikinis may be worn; however, we ask that a tank top or rash guard be worn over the top, and again board shorts are required to cover the bottom. Swim shorts/board shorts are appropriate for men.

The General Policy regarding “attire” does not pertain to the participants as many of them do not own a swim suit much less a rash guard. However, if there is a matter of indecency relating to the attire of the participants, please talk with the Organization's Leader or Representative in order to rectify the situation.

DRUGS AND ALCOHOLIC BEVERAGES

It is common knowledge that water sports, drugs and alcohol do not mix. Because of safety issues, it is imperative that there be **no alcoholic beverages, nor consumption thereof by any volunteer, staff member, or participant during the course of any In His Wakes event or while acting as an In His Wakes representative. There shall also be no use of recreational drugs during the course of an In His Wakes event or while acting as an In His Wakes representative.** Recreational drugs include any mind altering chemical or illegal drug such as but not limited to marijuana, cocaine, heroine, crack, street drugs and the like.

DEMEANOR

We ask that our staff, participants and volunteers **refrain from abusive and foul language during our events or while acting as a representative of In His Wakes.** All conversations and actions among volunteers and directed towards participants should be of a nature that encourages and builds up an individual.

HANDLING OF INJURIES

If a participant or volunteer is injured during an event, **An injury report will need to be completed and returned to In His Wakes.** I will be up to the representative and the In His Wakes leader to determine whether the individual will be able to continue with the days activities.

HANDLING OF MEDIA

Only In His Wakes representatives may speak on behalf of the ministry. All questions and inquiries regarding the event or any occurrences at an event should be directed to Nate Miller, D2R Director/Coordinator.

LIABILITY FORMS AND REGISTRATION

Every participant, volunteer, and anyone attending the event, whether entering the water or not, must sign the registration/liability form. This serves as a record of people on site for us and also protects you and In His Wakes in case of an injury.

It is the Host's responsibility to ensure that all volunteers are aware of the general policies.

GENERAL SAFETY RULES FOR DAY TO REMEMBER EVENTS

Because of our concern for the safety of all of our participants and volunteers, In His Wakes has put into effect general safety rules pertaining to the water sports activities during our Day to Remember events. **It is imperative that these safety rules are followed** so that the Day to Remember events are a positive experience for all. Furthermore, following these guidelines will ensure that your event maintains its insurance coverage.

SKI BOAT DRIVER

Only approved/ drivers will be allowed to drive at the In His Wakes events. The driver **must be experienced at driving ski boats and 18 years of age or older**. Nate Miller will determine who the drivers will be.

TUBE BOAT DRIVER AND TUBE RIDING RULES

Only approved drivers will be allowed to drive at the In His Wakes events. The driver **must be experienced at driving ski boats and 18 years of age or older** **THERE MUST BE AN OBSERVER IN THE BOAT TO LET DRIVER KNOW IF A PARTICIPANT HAS FALLEN OFF THE TUBE.**

All in-water obstacles (docks, other boats, ramps, other obstructions) must be identified and avoided at all times. Stay in the center of the lake to ensure tubes are clear of the shoreline and docks.

The driver must keep in mind that tubes rank number 2 in water sports accidents right behind personal watercrafts. **The driver must be responsible and resist the urge to go faster no matter how much the participants may beg!** In addition to striking on shore obstacles or other boats, the driver must be aware that excessive speeds and bumps can cause heads to bang and necks to whip.

Slower speeds should be used in the turns...NO WILD WHIPPING AND THROWING THE TUBE IN THE AIR. Keep an open eye out for the participant's response to the ride. Some may be begging to come in, others may be begging for more...use your judgment and be sensitive to the individual needs of the participants. You can ride as many participants on the tube per the manufacture recommendations. Just as with the ropes, ensure there are no tears or sun damage in the tube coverings, and also carefully check the inflatable tubes for proper rope connection.

Please remember to be sensitive to the participant's age and gender. We recommend putting girls on tubes with girls and boys with boys. Also, attempt to group the participants of the same age and level of expertise together.

BOAT RIDING AND OPERATION

All participants **must be seated** while in the boat and **all participants must wear a vest while riding in the boat. A spotter is required in the boat** to notify the driver of a skier or tube riding fall. The spotter should also be wearing a vest as it may be necessary to jump in the water to assist a frightened participant.

Do not exceed manufacturer recommendations in regards to number of occupants in the boat.

No jumping in and out of the boat to swim to shore while engine is running or other operating boats are near. Boat engine should be off when participants are on the platform, and when they are entering the water or getting back into the boat. **Driver should ask whether the platform area is clear prior to starting the engine.** Remember, the participants are not comfortable in the water and a boat approaching them can be quite frightening, please keep a comfortable distance from the participant so that they do not feel threatened by the boat.

LIFE VEST

ALL PARTICIPANTS must wear a vest while in the water REGARDLESS OF ABILITY TO SWIM, THIS IS REQUIRED BY OUR INSURANCE PROVIDER! IHW bring enough vest for all participants attending. Please make sure that all host and volunteer's children are also wearing a vest in the boat and water as well.

SWIMMING

If available please designate an area for swim activities. Again, all swimmers and any participant on the shoreline must be in a properly fitting vest. The area needs to be defined by some boundary (perhaps buoys) and a volunteer who is trained in life saving techniques needs to be assigned to oversee this area. No boats should come into the swim area nor should any participants swim to the boat from the swim area. This is a great location to teach newcomers to the water the proper way to float in a vest.

It is the Host's responsibility to ensure that all volunteers are aware of the general safety rules.



Day to Remember Volunteer Commitment

I, _____, as a volunteer of an In His Wakes sponsored Day to Remember, understand that the quality of the events and safety of those involved with the events are of utmost importance. To ensure a safe event and one that will glorify God, I commit, to the best of my ability, to the following:

- 1) To adhere to the General Policies pertaining to dress, alcohol, and demeanor as outlined in the General Policies outlined in the In His Wakes Outreach Manual.
- 2) To adhere to the General Safety Rules for the Day to Remember on-shore and on-water activities as outlined in the In His Wakes Outreach Manual.

I will uphold these standards to the best of my ability.

I also understand that by signing this form, I am consenting to a background check performed at the discretion of In His Wakes.

Signature: _____

Date: _____

Event(s) involved: _____

Please Print:

Name Phone Email

Address City State Zip



In His Wakes, a Florida not-for-profit water sports ministry and (your name) will be teaming up for a **Day to Remember** for area under-privileged kids. In His Wakes hosts **Day to Remember** events all over the country and they are excited to give the children of (participating group), a (describe group), the opportunity to experience riding in a boat, water skiing, wake boarding, knee boarding, and swimming. For many, this will be an opportunity of a lifetime!

In His Wakes was founded in 2003 by World Record Holder Water Skier, Kristi Overton Johnson. Kristi's heart's desire is to use water sports to reach out to children and to give them a Day to Remember on the water and an event that will change their lives forever. The participants will not only experience activities that build self esteem and erase years of fears, but they also leave the event knowing they are champions in God's eyes and that there is hope regardless of their situations. Each participant receives water bottles, medals, and a goodie bag full of t-shirts, books, posters, Bibles, dog tags, stickers and various other items.

We would like to extend to you the opportunity to support this special event which will take place on (date). You can partner with us through child sponsorship, food and product contributions, and most importantly through prayer.

Please indicate below how you desire to support the Day to Remember event. You will be recognized as a partner of the event in the bag of goodies given to the participants. You will also be recognized, at certain levels of commitment, as an official sponsor of the event in our press releases. Moreover, your support will enhance the life of a child. We hope you enjoy the enclosed brochure which will educate you on the mission and activities of In His Wakes. You can also visit the "In His Wakes" website at inhiswakes.com to find out more about this exciting and impacting ministry.

Please feel free to call me with any questions at _____, or by email at _____.

Thank you in advance for your prayers and support,

(Your Name)

Day to Remember Event Host

I would like to sponsor the Day to Remember Event:

- Please recognize me as an official sponsor of the Day to Remember. \$2000.00
- I would like to sponsor _____ children at \$100.00 each. _____
- I would like to contribute the following items to the D2R events: _____
- I would like to make a lump sum contribution: _____
- I commit to pray for the D2R events. _____

Please make checks payable to In His Wakes. All contributions are tax deductible. Please indicate where you would like your receipt mailed: _____

**Please make all checks payable to:

In His Wakes Ministries
PO BOX 120987 Clermont, FL 34712
www.inhiswakes.com
352-745-0283



Thank you for agreeing to host A Day to Remember in your area. We could not do what God has called us to do without your help. Your time and commitment to planning your event is very much appreciated.

Below are several ideas to help you with soliciting donations in your area from area businesses, churches, and individuals. These are ideas we have used ourselves in the past to help fund our “A Day to Remember” (D2R) program.

Determine the Cost of Your Event

First, you must determine how many kids you plan to host at your event. If you need help determining what size group you should host, please refer section **IV – Number of Participants** in the host manual. Once you determine that, you can estimate the total dollar amount that you need to raise.

kids x \$100/kid = \$ _____ total amount to be raised

Set up a Fundraising Committee

After determining the dollar amount you need to raise, you may choose to put together a fundraising committee to help you in this endeavor. Choose people that have a passion for what you are doing and are comfortable talking to ‘strangers’ or friends about your event. Determine who will be responsible for which area of fundraising. This can help lighten the load of just one individual having to raise the total amount.

Fundraising Tips

After doing much fundraising ourselves and seeking the advice of professional fundraisers, we are hoping to pass along some general tips for you to consider before determining your plan of action for fundraising. Please review the following and consider how they may affect your strategies for asking others to contribute.

1. Consider that you are giving the individual, church, business or other organization an opportunity to **partner in changing a life!** This message must be clear and sharp. Otherwise, if you are not crystal clear in your message and it is not strong, then all the daily noise will smother what you are trying to accomplish. You need to realize that there are lots of non-profits in the US. With so many seeking to “do good,” you need to establish that In His Wakes is more than entertaining children. We are changing lives by offering “A Day to Remember” forever for youth that may not ever get this type of opportunity. A Day to Remember is far more than a ski day. It increases the participant’s self-esteem and builds their confidence by showing them they can do something they have never done before. It helps them to overcome their fears. Changing the lives of these children can have a huge impact on your community!
2. **Go early.** Most of the fundraising needs to be done well in advance of your event. Foundations and businesses often have deadlines that they will need an application or letter of request.

3. We recommend that fundraising activities should take place well in advance of your actual event. This doesn't mean "don't go" if you are closer to your event than this suggested timeframe.
4. When a person is going out to raise money, they need to know **that people always give to people first, before giving to a cause.** First, ask family, friends, and people you do business with before approaching others. As you solicit funds, unless you know the person very well, we strongly recommend that you always go see the individual **in person** when asking for money or goods and services. The reason is simple and proven. In today's times, it is easy to turn someone down on the phone and even easier to throw a letter away or delete an email. Face-to-face contact is best because it shows the person you are asking that you are committed and think the ministry is important. People can also sense that the person is sincere by their body language and the tone of a person's voice. While the answer still might be "no," you have made the best effort possible to create a "yes." Regardless of the outcome of your request, thank the person for their time and willingness to see you. Always follow up with a handwritten note of thanks.
5. Make sure you take as much ministry information as possible with you when meeting with someone. Take a ministry brochure, DVD, and photos from our website from past events. Direct people to the ministry website at www.inhiswakes.com.
6. Many people find it less painful if they work as a group when soliciting a contribution. Some choose to meet in the morning for breakfast and basically take a day and pair up and go out and then meet back later in the day. Again, this would be a good time to sit down and go over what you were able to accomplish and write those thank you notes.
7. Be mindful of the time you approach a business. For example, do not go to a restaurant during lunch and expect to have a long conversation with the manager.
8. If you are trying to secure a donation for food or drinks, many times the company cannot donate 100% of the needed items. However, companies are likely to respond if you offer to pay for half of the items and ask if they will donate the other half. This approach works best because it shows that you are willing to invest something and it proves that you are not just seeking to get a hand out.
9. It is very important to thank the donor no matter how small the contribution may be. Realize too, that while you may prefer a cash donation, if a business or individual donates to you specific goods or services, they should be treated with just as much respect as a cash donation and properly thanked. Donations of merchandise are also tax-deductible.

Determine a Plan of Action for Fundraising

Setting up your own, personalized D2R page will be one of your most useful tools for bringing awareness to your event. This will be a great tool for getting the word out and fundraising, even features a thermometer that you can set a target amount to raise.

Go to <http://inhiswakes.donorpages.com/DaytoRemember2016/> Follow this link, scroll down page and click on "Join Us, Register" button. You can customize it as much as you want or use the template and just change dates, etc. Once set up you can email the link out

1. **Seek sponsorship from area businesses.**

Many area businesses will support the idea of working with at-risk youth. Determine a list of businesses that you think would be interested in supporting you and your passion to work with these youth for a day. A local Chamber of Commerce should have a membership list you can have. Use the letter in Attachment 1 to take with you to the businesses. Seek to meet with business owners or leaders **face-to-face** as you explain firsthand what A Day to Remember is. Take a ministry brochure and newsletter with you. Explain that In His Wakes is a faith-based non-profit ministry with 501(c)(3) status. Their donations are tax-deductible. Offer to hang a banner with their company name/logo at the lake the day of your event. Explain that there *may* be media coverage that can provide a great opportunity for good public relations for their company. Direct them to the In His Wakes website (www.inhiswakes.com) for more information about the ministry.

2. **Seek sponsorship or grant money from community foundations, corporate foundations, or private family foundations.**

Most cities have a charitable foundation that may donate to help you fund a D2R in your area. Usually a phone call to the foundation will help you determine whom you should talk. This person can then direct you as to whether there is an application process or just a letter required requesting a donation. Attachment 2 is a sample letter you can use for requesting a donation from a foundation. **These foundations prefer requests well in advance of the event.** Include a ministry brochure and newsletter with your request.

A list of community foundations can be found by going to the website entitled www.nonprofitexpert.com. Look at the left hand side of the page for “Community Foundations.” Find your state in the list and click on it. A list of area community foundations will be seen. It has phone numbers, etc that you can use to contact the foundation.

3. **Seek sponsorship from area churches.**

Many churches have a mission budget to help fund outreach ministries like In His Wakes. **Start with your church!** See if you can arrange a time to speak before your congregation or before a Sunday school class. Explain that they could run a “Sponsor A Child” campaign to ask church members to participate by sponsoring a child to attend a Day to Remember. Meeting **face-to-face** with appropriate church personnel will allow you the opportunity to explain the “A Day to Remember” program and In His Wakes. Attachment 3 is a sample letter you can take to other area churches as well. Include a ministry brochure and newsletter. Also explain that a church banner can be hung at the lake the day of the event as well as offer media coverage for their church. Direct them to the In His Wakes website.

4. **Seek sponsorship from area individuals.**

Many individuals, especially Christians and area philanthropists will want to sow into the work of In His Wakes. Explain that they can “sponsor a child” or give a one time tax-deductible contribution to help cover the cost of the event. Invite them out to experience the “A Day to Remember” event in person or even volunteer at the event. It is always a good idea to take a ministry brochure and newsletter with you when you talk with these individuals. We can send them a tax receipt for their contribution. Direct them to the In His Wakes website.

5. Seek sponsorship or local grants from Wal-mart or other large retail chains.

Many large retail chains such as Wal-mart, K-Mart, and Target have to give away certain amounts of donations monthly or quarterly. They offer small grants to non-profit organizations. They typically require an application process well in advance of the event. Again, include a ministry brochure and newsletter.

Obtain Donations for Food/Merchandise

Often times you can obtain donations of food for lunch and snacks for the Day to Remember. Here are a few suggestions for soliciting these types of donations as well.

1. Seek donations from area restaurants.

Many area restaurants may be interested in providing lunch for your D2R event. Take a ministry brochure and newsletter into the restaurant and ask to speak to the restaurant owner or manager. Again, going in person is preferred. Explain that you will be feeding lunch to at-risk youth and ask them if they may be interested in donating that lunch. Explain that In His Wakes is a non-profit ministry that has a 501(c)(3) status. They may donate the entire lunch or portions of lunch, snacks, drinks, etc.

2. Seek gift card donations from area retailers.

Large retailers such as Wal-mart, grocery store chains, etc may also donate gift cards that you can use to purchase snacks, drinks, and even lunch items for the D2R. Approach the retailers with a ministry brochure and newsletter. They may also donate merchandise that can be put into the goodie bags that each child receives at the end of the event.

Thank You's

Following your event, it is always a good idea to hand write a thank you note and deliver it personally to each business, church, individual, restaurant, or retail store that gave you a donation. Take pictures from the event or even an In His Wakes t-shirt could be given. It is important to recognize their contribution no matter how big or small it is. A nice way to end an event is also to have a newspaper "Thank You" ad highlighting the sponsors and the success of the event.

Partnering With In His Wakes

Please remember that we are partnering with you in raising your funds. Please feel free to contact us if you have any questions about the above information. I know that through prayer, hard work, and trusting God, we can believe God together to provide. Our ministry staff will be praying for you and with you! We are excited about coming to your area and we appreciate all that you are doing to host this event.



In His Wakes Ministries
PO BOX 120987 Clermont, FL 34712
www.inhiswakes.com
352-745-0283

Date, 2016

Business Name
Business Contact Person
Business Address
City, State Zip

Dear Contact Name,

My name is your name. I have an exciting opportunity I would like to share with you, an opportunity for you to partner with an incredible organization, In His Wakes, as it comes to our community to minister to at-risk youth in a very unique way. In His Wakes is a Florida based, non-profit water sports ministry that travels across the United States and even internationally with the mission of bringing hope, demolishing fears, and building confidence in today's youth through an experience of a lifetime! I am excited about the opportunity that I have to volunteer for In His Wakes as it comes to _____!

In His Wakes Ministries was founded in 2003 by Greenville, North Carolina native and world champion water skier, Kristi Overton Johnson. In His Wakes ministers to at-risk youth by utilizing a unique and relevant message shaped around a day of water sports activities through a program called "A Day to Remember." Our "A Day to Remember" event will provide participants with a day of water skiing, wakeboarding, tubing, riding in boats, and swimming. The "A Day to Remember" is concluded with a Gospel message and an award ceremony which recognizes each child as a champion in God's eyes as they receive gold medals and a bag filled with goodies!

"A Day to Remember" is far more than just a day of skiing and entertaining children! It is a day that will be remembered FOREVER by the participants, volunteers and sponsors. The "A Day to Remember" event has been proven to change lives as the water sports activities provide an opportunity for trust relationships to be built, for fear barriers to be broken, for success to be achieved, and for the champion within to emerge! In His Wakes is on a mission to change one life at a time through this "A Day to Remember" Program! We are excited that they are providing an incredible opportunity for our community's youth to be positively impacted spiritually, physically and emotionally. The effects of this day will go farther than their day on the water, it will be a defining moment that will change their lives as they move onto the waters of life! What an incredible impact this will have on our community!

We (Write in who we is) will be hosting the "A Day to Remember" as In His Wakes travels to our community. They event will be held at lake location in city on event date(s) 2016. While in city, we will be hosting amount children from list groups of kids you will be working with here from time frame. As the event is free to the participants, it is our responsibility to raise the necessary funding to cover the cost of the participants. This cost is \$100.00 per participant. This expense includes insurance cost, merchandise cost, and travel cost for the ministry team. We are also in need of donations of food, water, Gatorade and any other type of souvenir items you would like to donate to the children for their goodie bag.

Will you please consider a monetary donation or gift card for In His Wakes that will allow us to join with them in providing an incredible life-changing opportunity to our youth? Any amount that business name can contribute will be very much appreciated. We would be happy to mention business name and your support to the media that we hope to cover our events. In addition, if you have a banner and/or business name T-shirts, we will also display these and take pictures in appreciation of your support.

You can learn more about In His Wakes Ministries at www.inhiswakes.com. In His Wakes is a 501C-3 non-profit organization; therefore, all donations are tax-deductible. Please feel free to contact me if you have any questions. My contact information is below.

Thank you for your consideration.

Sincerely,

Your name
Volunteer
In His Wakes Ministries
Your phone number
Your email



In His Wakes Ministries

**In His Wakes Ministries
PO BOX 120987 Clermont, FL 34712
www.inhiswakes.com
352-745-0283**

Date, 2016

Church Name

Church Contact Person

Church Address

City, State Zip

Dear *Contact Name*,

My name is your name. I have an exciting opportunity I would like to share with you, an opportunity for you to partner with an incredible organization, In His Wakes, as it comes to our community to minister to at-risk youth in a very unique way. In His Wakes is a Florida based, non-profit water sports ministry that travels across the United States and even internationally with the mission of bringing hope, demolishing fears, and building confidence in today's youth through an experience of a lifetime! I am excited about the opportunity that I have to volunteer for In His Wakes as it comes to _____!

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We (Write in who we is) will be hosting the "A Day to Remember" as In His Wakes travels to our community. They event will be held at lake location in city on event date(s) 20165. While in city, we will be hosting amount children from list groups of kids you will be working with here from time frame. As the event is free to the participants, it is our responsibility to raise the necessary funding to cover the cost of the participants. This cost is \$100.00 per participant. This expense includes insurance cost, merchandise cost, and travel cost for the ministry team. We are also in need of donations of food, water, Gatorade and any other type of souvenir items you would like to donate to the children for their goodie bag.

I believe this is an outreach opportunity for church name. Church members can see their giving at work firsthand. There are several different ways you can partner with us.

1. Consider running a "Sponsor A Child" campaign in the church where church members sponsor a child to participate in "A Day to Remember." Members can help contribute to the \$100/child cost of sending these youth to a day they will remember forever.
2. Allow someone the opportunity to share about In His Wakes at a church service to educate people about the ministry by sharing our vision, showing a DVD, etc. Have a special offering for giving specifically to In His Wakes in order to fund the total cost of the event in this area.
3. The church can consider giving a one-time lump sum amount to the ministry, perhaps from the missions/outreach budget in order to help fund the cost of the event in this area.
4. Consider providing and serving lunch at the event in order to minister to these youth and bless them with a nice meal.
5. Consider partnering with In His Wakes to offer discipleship follow-up with any youth that may give their lives to Christ at the event after hearing the gospel message. Some may need a church home or just need some discipleship material.

Will you please consider partnering with In His Wakes to change the lives of these youth? Any support that church name can give will be very much appreciated. We would be happy to mention church name and your support to the media that we hope to cover our events. In addition, if you have a church banner, we will also display this and take pictures in appreciation of your support.

You can learn more about In His Wakes Ministries at www.inhiswakes.com. Please feel free to contact me if you have any questions. My contact information is below.

Thank you for your consideration.

Sincerely,

Your name

Volunteer
In His Wakes Ministries

Your phone number

Your email



In His Wakes Ministries
PO BOX 120987 Clermont, FL 34712
www.inhiswakes.com
352-745-0283

Date, 2016

Foundation Name
Foundation Contact Person
Foundation Address
City, State Zip

Dear Contact Name,

My name is your name. I have an exciting opportunity I would like to share with you, an opportunity for you to partner with an incredible organization, In His Wakes, as it comes to our community to minister to at-risk youth in a very unique way. In His Wakes is a Florida based, non-profit water sports ministry that travels across the United States and even internationally with the mission of bringing hope, demolishing fears, and building confidence in today's youth through an experience of a lifetime! I am excited about the opportunity that I have to volunteer for In His Wakes as it comes to _____!

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Will you please consider a monetary donation for In His Wakes that will allow us to join with them in providing an incredible life-changing opportunity to our youth? Any amount that you can contribute will be very much appreciated. We would be happy to mention foundation name and your support to the media that we hope to cover our events. In addition, if you have a banner, we can also display this and take pictures in appreciation of your support.

You can learn more about In His Wakes Ministries at www.inhiswakes.com. In His Wakes is a 501C-3 non-profit organization; therefore, all donations are tax-deductible. Please feel free to contact me if you have any questions. My contact information is below.

Thank you for your consideration.

Sincerely,

Your name
Volunteer
In His Wakes Ministries
Your phone number
Your email