



<p>Your Area Organiser is:</p> <p>Tel:</p> <p>Email:</p>

Dear Local Organiser,

Thank you for agreeing to undertake the task of Local Organiser for the Friends of Kent Churches Ride & Stride on September 14th, 2024. We much appreciate your hard work in making this non-denominational event possible and successful. Together we raised over £140,000 in last year's event, let's hope that we can increase this amount this year.

The paperwork included in this pack is listed overleaf. If anything is missing or you need any additional forms, these are available on the Kent Ride & Stride website: www.kentrideandstride.co.uk, or from me, the County Organiser. Please will as many of you as possible transfer your sponsorship money to the Treasurer by means of online banking as we now have to pay a fee for each cheque banked.

I hope that these notes will help you to prepare in advance of 14th September. If you have any queries, please get in touch with me.

Rosemary

Rosemary Dymond - County Organiser
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tel: 01474 814143

PREPARATIONS BEFORE THE DAY

Numbers and sponsors are vital for our success!

- Our yellow R&S banners and boards make a great impact. It would be good if you could all erect your R&S banners and boards outside your churches in the first week of August and leave them there until 15th September. PS. Don't forget to change the date on it!
- Can you use your parish magazine to advertise the Ride & Stride (preferably for a couple of months), giving your name and phone number or email address as a contact? I can supply examples if you contact me.
- Are there any groups in your area that might take part? Why not suggest the idea to youth leaders and their groups, schools, local cycle clubs, etc? Can anyone be persuaded to provide sponsorship for them?
- Consider whether your own church can hold an event to coincide with the Ride & Stride. It may be too late for a flower festival but how about spring cleaning that day?
- Many riders and striders are hesitant to ask for sponsorship. Even if they are not regular church goers, you could ask someone else to hand their form round at a church service. You could help by suggesting likely sources of local sponsorship and encouraging participants to start collecting early, or sign up to JustGiving which is Kent Ride & Stride's choice this year for online sponsorship. (If they are using JustGiving please ensure that the participants create a page specifically for the Ride & Stride event, and name the church/chapel they are raising funds for.)

GIFT AID

This is so important. Please ask participants to encourage their sponsors to contribute using Gift Aid wherever possible – and as set out on the sponsor forms. In recent years, completing this information correctly has enabled us to claim an additional £20,000 p.a.

THE PAPERWORK

The following papers should be in your envelope. Please check and contact me (Rosemary) if anything is missing.

A. Posters advertising the event

To be distributed as widely as possible. Please enter **your** name and telephone number on these before distribution and display.

B. Participants Forms:

Can you please ensure your name, as Local Organiser, is on each of the sponsor forms you distribute.

1. **Yellow** sponsor forms. Correct completion of these is essential in enabling us to claim for Gift Aid, so it is very helpful if you could encourage participants to complete these in full. Please ensure each participant marks what activity they have undertaken.

(Please note, where a group is only submitting one form - eg. a cycling group – it is important we have one specific name and address, in order to claim Gift Aid on their contribution.)

2. **White** forms allow riders and striders to list the churches and chapels they visit. Sponsored Welcomers at the church do not need this form.

C. Stickers – to identify riders and striders

D. Lists of churches and chapels participating

Please display in the church and circulate to interested parties. The full list plus updates will appear on our website. Lists of churches open in other counties can be found online.

E. Yellow Welcome Sheet

These are for recording the names of every visitor to the church on the day. We like to know how many people participate in the event. If a group comes they may all wish to sign in, if not ask the leader to sign in and write down how many in the group.

If at any time the church is closed, please display this form on the door.

F. Arrows – to help locate the registration point.

G. Remittance Form – Please complete after the event showing amounts raised by each participant.

Please return to the Treasurer in the envelope provided together with:

- 1 Sponsorship Forms for each participant
- 2 Churches and Chapels Visited Forms for each participant
- 3 Your Church's Welcome Sheet
- 4 Sponsorship Money: See instructions on Remittance Form.

FINAL PREPARATIONS

The team who sit in the church to greet visitors would welcome your help with their organisation so that they have all the papers at hand ready. (Do encourage your welcomers to seek sponsorship for the time they spend in the church.)

Please make sure the yellow WELCOME sheet (Sheet E) is clearly visible for signing in. If your church can't find sitters to welcome the visitors for the whole day, make sure the WELCOME sheet is visible so visitors can sign in even when there is no one there to welcome them. Or if your church has to be closed for any reason then please put the WELCOME sheet on the outside of the door for visitors to sign in.

Refreshments are always very welcome, often just left on a table where visitors sign in on the WELCOME sheet.

A First Aid box at hand is also a good idea.

Does anyone have any other sponsorship ideas? Last year some sitters were sponsored for a number of Bible readings in the time allocated!