SPONSORED RIDE & STRIDE (BICYCLE RIDE, HORSE RIDE & WALK)

IN AID OF BUCKS HISTORIC CHURCHES TRUST, SATURDAY 14th September 2019

(Please detach and retain this sheet for future reference when returning the attached form)

The Sponsored Ride & Stride in aid of the Bucks Historic Churches Trust will take place on the above date between the hours of 10 am and 6 pm. The objective of the Ride is to assist the preservation of our historic Churches and Chapels of ALL denominations, and to benefit directly those of the participants’ choice, whilst at the same time enabling the individuals and families participating to have an enjoyable and interesting day. We very much hope that your Church or Chapel will be able to participate in this event.

1. Please complete the Church Organiser's Form attached to this sheet, and detach and return it as soon as possible to your Deanery Organiser, deadline 21st May 2019 (see list overleaf for name and address / email). Please retain this sheet for future reference until the Event is complete and all monies have been collected and sent on (see 11 below).

2. Whip up local support, and find Cyclists / Horse Riders / Walkers to take part, encouraging them to obtain sponsorship for the Ride & Stride.

3. Obtain publicity through notices at church services, inserts in newsletters etc.

4. Put up posters, adding your name and telephone number in the bottom left hand corner or highlight the ridestride@bucks-historic-churches.org email

5. Word of mouth is the best publicity, talk to people about the event, look out for local walking groups, social cycling groups, history or educational groups who may be interested

6. You may wish to encourage the PCC or other active members of your congregation or village to put on an event at the church to make the most of the extra visitors

7. Distribute lists of Churches / Chapels taking part, sponsor forms (ensuring your name, address and telephone number have been added to the forms) and stickers to participants

8. Arrange a roster for manning of Churches / Chapels which are open and, if possible, organise the provision of light refreshments

9. Ensure a Church Register Form, completed with the Church’s name and location, is available for those manning the Churches on the day of the Ride. If the Church / Chapel is not open on the day, post a Register in a prominent place together with a pencil for participants to enter their names.

10. It would be appreciated if Parishes and Towns with more than one Church / Chapel which are not immediately obvious to the visitor, could have a sketch plan of that Parish / Town in each Church to help direct visitors

11. By mid-October, please collect all monies, completed sponsor forms and Church Registers, and send all together with cash forms to your Deanery Organiser, with cheques made payable to Bucks Historic Churches Trust. The completed sponsor forms are legally required as a receipt for the money, and to enable refunds of tax on Gift Aid donations to be claimed. The Church Registers are needed to help with the statistics.

12. Refunds (the portion of money due to your church/chapel) will be sent out after Gift Aid has been collected and the final results are known. When you receive your refund, ensure you inform and thank all participants and publicise the result to the community.

13. Your first point of contact for liaison and queries is your Deanery Organiser as detailed overleaf. You may also contact the Bucks R+S Administrator for assistance ridestride@bucks-historic-churches.org
RULES OF THE SPONSORED RIDE & STRIDE

1. Participants should obtain sponsorship for the number of Churches / Chapels they visit during the specified hours on the appointed day, or they may be promised a fixed donation for participating. Any form of non-motorised transport is acceptable, mobility scooters are acceptable.

2. As many Churches / Chapels as possible should be opened and manned during the specified hours, since this greatly adds to the interest for participants. Any refreshments that can be provided will be much appreciated.

3. Those manning open Churches should initial the participants’ sponsor forms, and book them in on the Register provided.

4. If for any reason a Church / Chapel cannot be manned the Registers, together with pencils, should be posted in an obvious place so that participants can book themselves in.

5. Sponsors who are taxpayers should be strongly encouraged to treat their sponsorship as a Gift Aid Donation, and should complete their name and address and tick and date in the appropriate columns on the sponsor forms.

6. Participants should be encouraged to use “Just Giving” This makes it easy to ask for sponsorship and there is no need for collecting money after the event as donations are given at the time of the pledge. This not only saves time, but also generally increases the income received by a considerable sum.

7. One half of the monies raised, together with the appropriate tax recovered under Gift Aid, will in due course be refunded to Church / Chapel of the Participant’s choice. The remainder will go to the Bucks Historic Churches Trust.

8. Participants may cross county borders to visit Churches in other counties. Lists of Churches open in Northamptonshire, Oxfordshire, Bedfordshire and Hertfordshire are available on request via your Deanery Organiser, or may be downloaded from the website www.bucks-historic-churches.org in others counties they may be requested from the County Organisers.

9. Safety is paramount. Guides to safety are printed on sponsor forms. It is a condition of entry that, save to the extent required by law, the Trustees of the Buckinghamshire Historic Churches Trust accept no liability in respect of death or injury sustained by any participant in the Sponsored Ride & Stride. If a participant wishes to have insurance he/she must make his/her own arrangements.

Sponsored Ride & Stride- Buckinghamshire Archdeaconry

For Further Assistance or to be put in contact with your Deanery (Area) Organiser please email:

ridestride@bucks-historic-churches.org