



RIDE+STRIDE SPONSORSHIP FORM

Dear Participant,

Thank you for taking part in this year's event and raising money for your nominated church(es) and the GHCT. Please see ghct.org.uk/ride-and-stride/participants-guidance/ for an introduction, guidance and ideas for sponsored activities. The latest information we have on open churches is on our map ghct.org.uk/ride-and-stride/map/, please check close to the day. Thanks ☺

USEFUL INFORMATION

- Who is this form for?** This form should be used by a participant and their sponsors to record the money they raise. If a participant is taking part jointly with others (e.g. in a couple or group) & sharing the sponsors, the extra participants must be added to this form with a Participant Extension Sheet. This Sponsorship Form is also used to record our 2 types of collections. See the help sheet for examples. There are other extension sheets for recording more Churches Visited and for recording more Sponsors. All extension sheets are at ghct.org.uk/ride-and-stride/downloads.
- What do I do now?** Please **complete ALL sections**. Use the Final Checklist and tick off the items as you build up the return pack to give to the Church's Local Organiser (LO). Please include all sponsorship forms and all cheques in the pack.
- How do we pay in?** Please pay the full amount detailed on this form by cheques and CAF cheques. Please do not send cash but convert it to a personal cheque. Please make all cheques **payable to Gloucestershire Historic Churches Trust**.
- Can I get help?** Yes, please ask for help using the contact details in the top left corner or take a look at 'Help Sheet S1' at ghct.org.uk/ride-and-stride/help-sheet-S1. **All forms can be found at ghct.org.uk/ride-and-stride/downloads.**

SAFETY: Please leave details of your route with someone at home. A child should only enter with the permission of a parent or guardian who must satisfy themselves as to whether or not the child should be accompanied by an adult. It is a condition of entry to the Ride+Stride that, save to the extent required by law, the Gloucestershire Historic Churches Trust accepts no responsibility in respect of death, or the injury, sustained by any participant or damage to property. If a participant wishes to have insurance, he/she must make his/her own arrangements. Participation on any other day than the second Saturday in September is not part of the official event promoted by the Trust and is undertaken entirely at the participant's own risk.

SECTION A – NOMINATED CHURCH

(CREDITED CHURCH)

Which church/churches do you wish this money to be attributed to? If more than one church is provided, it will be attributed equally between all of the churches. Use an extra sheet of paper if you need to. Specify churches as "village, church name".

Primary Church [Optional] Secondary Church

SECTION B – SUPPORTING INFORMATION

1. Please list the names of any JustGiving pages (online fundraising) for any of the participants associated with this form:

JUSTGIVING:

2. Please **pick one option below** that represents the reason for creating this form and provide the information requested:

- If you are completing this form to notify us of a **collection made at an event with no participants** (e.g. a collection plate was left in church), then please describe in the space below, the purpose for the collection, then go to page 3 or 4 and add a sponsorship line saying "anonymous donations" (under Full Name) and the final amount of cash taken (under Total). [If donations with Gift Aid were received, don't forget to remove them before you count the cash to record as non-Gift Aid!]
- If you are completing this form to notify us of a **collection made at an organised event** (i.e. there were participants involved in raising the money e.g. a hymnathon or croquet game), then please describe in the spaces below (a) what the collection was for and (b) a group name we can use to identify the participants (if 3 or more took part). Please then go to Section C.
- If **you are part of a group** (3 or more participants took part), please give the group name below and go to Section C.
- If **you are an individual or a couple** taking part, there is nothing to do here so please go to Section C.

COLLECTION PURPOSE:

GROUP NAME:



Form Help



Prize Rules



Contact Us



Gloucestershire
Historic Churches Trust



Guidance



JustGiving



Activities

SECTION C – PRIMARY PARTICIPANT (USE AN EXTENSION SHEET TO RECORD OTHERS SHARING THIS FORM)

- a. What activity is being undertaken (e.g. cycling/walking/collection)?
- b. Participant name c. Age Group (under 16/16-69/70+)
- d. Email address e. Landline (not mobile) number
- f. Can the County Organiser contact you after the event? g. Would you like to receive more information about GHCT?

SECTION D – CHURCHES VISITED (* INITIALLED BY YOU IF NO-ONE IS THERE TO RECORD YOUR ARRIVAL)

Church	Time	Initials *	Church	Time	Initials *
1			20		
2			21		
3			22		
4			23		
5			24		
6			25		
7			26		
8			27		
9			28		
10			29		
11			30		
12			31		
13			32		
14			33		
15			34		
16			35		
17			36		
18			37		
19			38		

SECTION E – FINAL CHECKLIST (PLEASE TICK ITEMS AS YOU COMPLETE THEM)

- Forms checked for clarity, especially details of people giving Gift Aid (we have to re-type them, please re-write if necessary)
- Form figures checked for accuracy, especially the split between gift aid & non-gift aid figures on each sheet
- Extension forms completed ok especially to ensure we know how many participants took part and their age ranges
- All cheques (including CAF cheques) must be payable to Gloucestershire Historic Churches Trust, not anything else please
- All cheques (including CAF cheques) and all sponsorship forms are included in the return pack to the Local Organiser

SPONSORSHIP FOR GLOUCESTERSHIRE HISTORIC CHURCHES TRUST RIDE+STRIDE

PLEASE HELP US CLAIM GIFT AID BY ASKING ALL ELIGIBLE SPONSORS TO FILL IN THE COLUMNS BELOW

Declaration by sponsors: If I have ticked 'Gift Aid ✓', I confirm that I am a UK Income or Capital Gains tax payer. I have read the statement and want Gloucestershire Historic Churches Trust to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

FULL NAME (CAPITAL LETTERS) <i>e.g. Ms ABI SMITH</i>	HOME ADDRESS (CAPITAL LETTERS) <i>e.g. 20 ACACIA AVENUE, GLOUCESTER</i>	POSTCODE <i>e.g. GL13 5GT</i>	PER ITEM AMOUNT £ <i>e.g. £2/church</i>	TOTAL £ <i>e.g. £30</i>	DATE PAID <i>e.g. 20/9/17</i>	GIFT AID ✓
1						
2	ONE PERSON PER ROW					
3						
4	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
5						
6	ONE PERSON PER ROW					
7						
8	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
9						
10	ONE PERSON PER ROW					
11						
12	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
13						
14	ONE PERSON PER ROW					
15						
16	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
17						
18	ONE PERSON PER ROW					
19						
20	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					

Page Total with Gift Aid (GA) NOT ticked: £

Page total with GA ticked: £

Number of CAF cheques:

Number of ordinary cheques:

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FULL NAME (CAPITAL LETTERS) <i>e.g. ANONYMOUS DONATIONS</i>	HOME ADDRESS (CAPITAL LETTERS) <i>e.g. COLLECTION IN CHURCH FOR OPEN HERITAGE DAY / REFRESHMENTS</i>	POSTCODE	PER ITEM AMOUNT £	TOTAL £ <i>e.g. £190</i>	DATE PAID <i>e.g. 9/9/17</i>	GIFT AID ✓
21						
22	ONE PERSON PER ROW					
23						
24	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
25						
26	ONE PERSON PER ROW					
27						
28	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
29						
30	ONE PERSON PER ROW					
31						
32	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
33						
34	ONE PERSON PER ROW					
35						
36	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					
37						
38	ONE PERSON PER ROW					
39						
40	PLEASE WRITE CLEARLY WITH CAPITAL LETTERS					

Page Total with Gift Aid (GA) NOT ticked: £

Page total with GA ticked: £

Number of CAF cheques:

Number of ordinary cheques: