



## Local Organisers Guide

Our aim is to provide a simple approach to organising Ride+Stride using documents you can download from [www.ghct.org.uk/ride-and-stride/local-organiser-info](http://www.ghct.org.uk/ride-and-stride/local-organiser-info). Please note that we are recommending that local organisers use JustGiving as the main way to collect sponsorship. If you do have any queries, please email [ride-and-stride@ghct.org.uk](mailto:ride-and-stride@ghct.org.uk).

To take part, we ask you to do the following:

- Set up Just Giving page in your own name or the name of the church and town/village where it is situated. We recommend that a single JustGiving page is set up to facilitate the administration of the scheme and to ensure that accounting for the 50% of sponsorship monies to be returned is correct. However, individual participants may set up JustGiving pages but need to ensure there is a reference to the church they are supporting.
- If you have NEVER set up a GHCT R+S page before then please use our guide **R+S New Pages - Just Giving Instructions**.
- If you have set up a page to support GHCT R+S in the past please use our guide **R+S Existing Pages - Just Giving Instructions**.
- If it is not possible to set up a Just Giving page, participants may seek sponsorship in the form of cash, cheque or BACS to their personal account. It is for each local organiser to decide if he/she is prepared to accept cash.
- Download **R+S Sponsor Form** Sponsorship forms and the **R+S Participants Guide** for each of the participants you represent or pass on the download information to the individual participants.
- Encourage participants to use the Just Giving page. If you are providing Sponsor Forms for participants and have set up a Just Giving page, please write the details on each form in the space provided on page 2.
- If there are plans to have welcomers at your church (subject to government guidelines), aim to provide cover from 10.00am until at least 4.00 pm on the event day.
- If your church is not open and/or there will be no welcomers, place the Register of Riders Form **R+S Register-Of-Riders** in a prominent position for riders/striders to record their visit.
- For churches/participants planning an alternative event, there is a Special Event Sponsor Form **R+S Special Event Sponsor Form**
- Submit sponsorship monies by 31st October using the Remittance Form **R+S Remittance Form** together with participants' sponsor forms.
- Remittances should be in the form of BACS (details given on form) or cheques payable to Gloucestershire Historic Churches Trust. Total monies collected through JustGiving may be included in the Remittance Form.