



GLOUCESTERSHIRE HISTORIC CHURCHES TRUST

(Reg. Charity No. 1120266)

SPONSORED RIDE and STRIDE 2009

Notes for Local Organisers

1. Documents

The following items are available as downloads from the Forms page on the website

Posters *	Draft for Parish Magazine/Newsletter *
Sponsorship form *	Welcome notice
Remittance form *	List of Churches and Chapels
Directional signs (Left and Right)	

* Please print and enter your details by hand on these

2. Action Timetable

June:

- Arrange for publication of the Ride and Stride item in your parish magazine/newsletter, amending the draft as you wish.
- Display posters at Churches and Chapels, on public notice boards, in shops and at other appropriate locations.
- Make direct contact with local organizations to promote the event and gain their support.

July/August:

Persuade as many cyclists, walkers and horse riders as possible to participate. Please note that this year it is also possible to be sponsored to carry out tasks in a chosen Church or Chapel – there is a new column on the sponsorship form for this. Each participant should be given a sponsorship form and encouraged to obtain as many sponsors as possible. Please make sure they complete the back of the form with their details and the location and name of their nominated Church or Chapel.

Emphasise safety issues relating to cyclists on the roads.

If possible arrange for your church/chapel to be manned on the day between 10am and 6pm.

On the day:

Display the directional signs and welcome notice as appropriate especially if it is not possible to man the church/chapel. If possible, provide drinks.

After the event:

- All sponsorship money must be sent to the Trust so that 100% Gift Aid can be claimed.
- All cheques should be made payable to Gloucestershire Historic Churches Trust.
- Please ask all participants to collect their money and hand to you, with their sponsorship forms, by 31st OCTOBER.
- Please ensure that all participants have given complete details of their nominated Church or Chapel, including to whom a GHCT cheque should be made payable. Without these, the Trust is unable to send their share of the money.

Remittance of money

Please send all cheques, all sponsorship forms and the remittance form to the Trust's Treasurer by the second week in November

The address is GHCT Treasurer, 5 The Croft, Carpenters Lane, Cirencester, Glos GL7 1EE

Use of money received

All of the money received – less the expenses incurred in organising the event – is invested in order to make grants to Churches and Chapels throughout the county. Applications for grants should be addressed to:

Mr B Woods, Chairman of Grants Committee, 2 Shepherds Way, Cirencester, Glos GL7 2EY

Next Ride and Stride

As usual, next year's event will take place on the second Saturday in September:

Saturday 11th September 2010

Thank you

Thank you once again for your time and commitment. Please let us know if you have any suggestions for ways in which we can improve the administration of the event or make your job as Local Organiser simpler.

Ailsa O'Connor & Alison Giles

Ride and Stride Organisers

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