



# CAMBRIDGESHIRE HISTORIC CHURCHES TRUST

## ELY 900 Event



### INFORMATION FOR CHURCH AND GROUP ORGANISERS

### SPONSORED RIDE AND STRIDE

**SATURDAY 12<sup>th</sup> SEPTEMBER 2009 - 10 am to 6 pm**

#### **At Your Church**

Ride and Stride welcomes both cyclists and walkers to be sponsored to take part. The event is co-ordinated nationally for 10.00 – 18.00: if you are unable to keep the church open all day, please leave the **Signing-in** forms in a prominent place for participants to sign. Any refreshments will be very welcome to thirsty participants! It is also the weekend of Heritage Open Days [www.heritageopendays.org.uk](http://www.heritageopendays.org.uk) when many historic buildings will be open to the public. To encourage people to ‘staff’ your church during the day, why not sponsor them for CHCT? Or organise an event that celebrates the history of your church (guided tours?) or a parish activity such as clearing up the churchyard or a drop-in afternoon tea?

#### **THE RIDE PAPERWORK**

##### **Sponsor Forms:**

Please get as many participants as possible committed to taking part well before the date of this year's ride. Distribute sponsor forms directly to any potential participants. Provide supplies to local shops post offices, schools etc. Make a note of the name and address of each person taking a form, in order to follow up the sponsorship. Enlist the help of any local organisations who may be interested. These could include Scouts, Guides, Boys' Brigade, Youth Clubs, Young Farmers' Clubs, W.I. etc. Participants may find sponsors in the locality or at their place of work. Local businesses are quite often willing to help. The more sponsors that are found, the more money the participant can raise.

We will continue to take advantage of the government's Gift Aid scheme. The sponsor form contains adequate address space for any sponsor wishing to help the trust in this way. Please ask the sponsors to fill in their Surname & Initials address and postcode and also ask them to sign the entry. All the rest will be taken care of by the Trust. The Trust cannot reimburse each church with the recovered tax because of the way that it is claimed from the Inland Revenue, however, churches will benefit from the greater funds available to the Trust in providing grants and loans to churches.

**Put your name and address on each sponsor form, so that the cyclist, or walker, knows to whom he should return his sponsorship money.**

##### **POSTERS:**

Please ensure that the posters are displayed in prominent places.

**\*\*Make sure both your name and address are clearly visible!\*\***

Suitable places for posters are village and community notice boards, post offices, libraries, shops, schools, churches, places of work and local club notice boards.

## **OTHER PUBLICITY**

Use your parish or community newsletter now to make people aware of the ride - **don't forget to include your name and address as the contact!**

The **VISITING CYCLISTS & WALKERS LIST** records the number of participants coming to your church and, although there is no need to keep the list for long afterwards or return it to the ride office, it provides an interesting record of the number that passed your church and an indication of from where they came.

**STICKERS** are worn by participants to show that they are taking part in the event and to help participants to recognise each other on the road. They may also be used for Ride publicity.

The **CHURCH LIST** is the participants' essential aid to planning his route between participating churches. Generally it lists all the churches in the county of which the trust is aware unless otherwise stated.

## **MODES OF TRANSPORT**

Participants may be transported to their starting church by car, train, bus or other means; but, for safety reasons, we prefer that participants in the 'Ride' should be restricted to cyclists or pedestrians.

The **PAYING IN SLIP** is a simple form for listing the benefiting churches and the total cash raised by your participants. **Please only use paying slips which contain this year's date.** A covering letter to the ride treasurer will do just as well if you have run out of copies of the slip or download this or any other of the forms. The treasurer needs to know: The amount remitted & the amount to be credited to each church nominated by the participants. (The total credited to the churches should be half the amount remitted). Cheques for the **FULL AMOUNT** should be made out to the **CHCT** and sent to:

**Mr. R. Dexter, CHCT Ride Treasurer, 39, Bentham Way, Ely, Cambs CB6 1BS.**

and a forwarding address for the church which is to receive the half share.

**\*\*\*PLEASE ASK YOUR PARTICIPANTS TO HAND IN THEIR SPONSORSHIP MONEY BEFORE THE END OF OCTOBER\*\*\***

Money may be forwarded as you receive it or sent as a lump sum when it has all been collected. Either way all the details listed above will be required. Please:

**DO NOT KEEP ANY OF THE MONEY for your church** - all the money must pass through the Trust account for audit purposes.

**SAFETY IS OF PARAMOUNT IMPORTANCE, HIGH VISIBILITY CLOTHING AND SAFETY HELMETS ARE RECOMMENDED**

Both cyclists and walkers should observe the Highway Code. Cycles should be checked by a competent person for road worthiness before the rider starts. This is especially important for young riders. Brakes, tyres, bearings, and steering heads should all be in good condition. Saddles should be tightened up. Have an enjoyable day and thank you very much for helping the Trust to run this event. The ride is only successful with your help and enthusiasm.