



## BRIEF FOR CHURCH REPRESENTATIVES · SPONSORED BIKE RIDE, WALK & DRIVE

*Thank you for your support for this invaluable fundraising day*

### **BEFORE THE DAY**

**Opening Arrangements** Please ensure the maximum number of churches or chapels in your area will be opened and a volunteer is there on the day from 9am to 5pm. If a church can't be staffed, please make sure it's open and a Record of Participants sheet is there to be signed. We know from participants that doors being unlocked, so that they can go inside the building is crucial to their enjoyment of the day and will encourage participation the following year.

Volunteers who welcome visitors and participants (known as recorders) can also be sponsored and take part in the event. This can happen, for example:

- If those who usually take part on a bicycle are unable to this year, for some reason, they can be sponsored to sit in the church.
- If visitors to the church on the day give a donation towards the Bike Ride, this can be recorded by the volunteer on a Bike Ride, Walk & Drive Sponsor Form, and if the donor is eligible for gift aid, this gift can be claimed through this sponsor form.

### **Publicity for the Sponsored Bike Ride, Walk & Drive**

- It is the personal approach which has led to the enormous success of the Ride.
- Please involve participants – cyclists, walkers, runners and recorders – as soon as possible.
- Distribute Sponsor Forms to known enthusiasts, as well as placing a small supply in your church or chapel.
- Encourage your local organisations to take part, such as youth clubs, guides, scouts, cycle clubs, young farmers, Women's Institutes etc.
- Please request your Parish Magazine Newsletter includes an article about the Ride.
- Please insert the church or chapel's details, and your name and email address at the top of the Record of Participants forms before distributing them to your churches/chapels.

### **ON THE DAY**

#### *Signposting*

If your place of worship is difficult to find, please put up a simple sign.

#### *Record of Participants*

Please ensure these are placed prominently near the entrance to the church or chapel, particularly if the building is not staffed by a volunteer.

#### *Refreshments and Lavatories*

At previous Bike Rides soft drinks have frequently been offered and have been gratefully received by thirsty cyclists and walkers. Please signpost if lavatories are available.

### **Guidance for Volunteers in Churches or Chapels**

1. Please have your place of worship open between 9am and 5pm.
2. For safety and ease of access for those travelling by other means, please try and prevent car parking near church/chapel gates on Bike Ride day.

3. Ask participants to sign the white Record of Participants form, whether they are starting at your place of worship, or visiting during the day. This record will be useful for families and friends to check on other cyclists' progress.
4. Please initial the visiting participants' sponsorship forms.
5. Give stickers to those starting from your place of worship, and if you have spares, to any rider who has not got one. We'd also love you to wear a sticker yourself! Thank you.

Additional paperwork, updates on the Bike Ride, and information about churches open and competitions can be downloaded from the website: [norfolkchurchestrust.org.uk/bike-ride-walk/](http://norfolkchurchestrust.org.uk/bike-ride-walk/)

## **AFTER THE EVENT**

### **Collecting Sponsor Money**

#### *Collecting the Money*

Cyclists should collect money from their sponsors as soon as possible, and hand it to their local organiser by the end of October. Sponsorship forms should be handed in with the money.

#### *What to Do with the Sponsorship Forms and Money Collected*

You will have been provided with remittance slips and an envelope addressed to the Treasurer. Forward completed sponsorship forms and proceeds, and ensure the cheques are made payable to the Norfolk Churches Trust, and provide the cheque payee name for your church/chapel's share (if not accurate, the bank may reject it). Make sure that those who wish to give by way of Gift Aid have given their full address and postcode, dated and ticked the column headed Gift Aid. You may forward money as you receive it, but **please include a remittance slip each time**.

#### *Distribution of Money Raised*

The Treasurer will make the distribution of the money received once the money for the event has been processed, and Gift Aid collected. To save time and money, no formal acknowledgement of receipts will be sent. **We hope to receive all sponsorship money by the end of October.**

#### *The money Raised by the Bike Ride, Walk & Drive*

- A deduction of 2.5% for administration and printing will be made on all monies submitted, including that received through Gift Aid.
- The remaining 97.5% will be divided, i.e. 47.5% to the nominated Christian place of worship and 50% to the Trust's general grant fund.
- The share retained by the Norfolk Churches Trust will be distributed by the Trust's Grant Committee to places of worship that have made an application for grant aid for repair and restoration work.

### **Think Safety All the Way**

1. All those thinking of cycling should be given a sponsor form in good time, and be encouraged to read the safety advice and appropriate section of the Highway Code.
2. Young children should be accompanied by a responsible adult.
3. If possible, reflective or bright clothing should be worn, as should protective helmets.
4. Please do not ride more than two abreast, and keep to single file if traffic demands it.
5. It is a Road Traffic Offence to ride an unroadworthy bicycle. Please make sure you've given your bicycle a check over before the ride, especially if it is not regularly used. Brakes and tyres need special attention. Simple tools should be carried for adjustments to the saddle height etc.
6. For more on safety, including a risk assessment, go to: [www.norfolkchurchestrust.org.uk/bike-ride-walk/how-to-take-part/](http://www.norfolkchurchestrust.org.uk/bike-ride-walk/how-to-take-part/)