



NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

(Charity Number 1171623)

Notes for Participating Churches

HOW THE SPONSORED RIDE AND STRIDE WORKS

All riders, striders, wheelchair users, car users and recorders are invited to seek sponsors – riders and striders for the number of churches and chapels visited and recorders for the number of visitors whilst on duty. The money raised by each Church is shared equally between the place of worship nominated by the riders/striders/recorders and the Trust. Only the places listed on the Participating Churches list should be included. All Christian denominations could be open or have a register available to sign on the day. Riders and striders should plan their own route, using the list of participating churches and chapels provided.

Enclosed with this pack you should have received the following (depending on your request):

Church pack

- Area based list of participating Churches
- A4 publicity poster to display on church notice boards
- OPEN TODAY poster
- Register of Visitors
- Remittance form

Sponsored riders and striders

- Sponsor forms,
- Instruction & safety leaflet
- Area based list of participating churches
- Competition details
- Ways to Donate to Ride & Stride

Further supplies can be downloaded from the website or contact the Ride & Stride Administrator, Margaret on 07757 800919 or email: ml.info.nhct@gmail.com

Things to remember:

1. Please display the large “**OPEN TODAY**” poster.
2. Please try and open at the time stated on your reply, if unsure check the List of Participating Churches and Chapels.
3. Ask the stewards to sign the sponsorship forms of all riders and striders (if possible) and ask the participants to sign the Register for Visitors.
4. If you are unable to staff the church or chapel all day, please leave the register in a prominent position with a pen. Should the church or chapel be closed, please put the register in the porch or near the door. If a wedding is taking place, please indicate this clearly and move the register.
5. If possible, please provide soft drinks or water for the visitors. Biscuits are always very welcome and detours have been made in the past once the location of biscuits is known! These are usually offered free of charge.

AFTER THE DAY:

1. **Church representatives PLEASE return the Register of Visitors regardless of the fact whether they have raised any proceeds towards the funds of the event- even if it a Nil return.**
2. The 50% due back to the church or chapel will be sent out by bank transfer. Please enter your church's bank details on the Remittance Form if they are not already entered.

We hope you enjoy the day

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