



## Church Coordinator Check List

### Before the Event

- Put up posters having completed name and contact details at the bottom
- Ensure details for Ride and Stride are in the Church and local magazine
- Encourage people to take part and be sponsored and ideally to use JustGiving
- Put details in the Church and Local magazine of participants who would like sponsors and provide JustGiving webpage addresses
- Organise a list of Welcomers and encourage them to get sponsored
- Look at website ([www.ohct.org.uk/ride-stride](http://www.ohct.org.uk/ride-stride)) for additional materials including the list of participating churches

### The Day Before the Event

- Check the arrangements for the church being open and staffed and refreshments are available
- Check toilet facilities will be available (if applicable)
- Ensure the Welcomers have the following:
  - i. Register of St/Riders
  - ii. Signage (posters or arrows available on website)
  - iii. Stickers
  - iv. Lists of Participating Churches
  - v. Spare sponsor forms
  - vi. Pens (at least two)

## After the Event

- E-mail visitor numbers to the Ride and Stride Administrator (rideandstride@ohct.org.uk)
- Collect sponsor money and sponsor forms and check the participants' details are fully completed
- Check sponsor forms have the following completed for each sponsor:
  - i. Initial and Surname (one individual only not Smith family or R and D Smith)
  - ii. House name or number
  - iii. Postcode
  - iv. Method of payment – cash/cheque/CAF or similar
- Pay in money at Barclays or by internet banking. Preferably pay in cash as cash rather than a cheque to cover it as some additional 'GiftAid' can be claimed on some cash deposits. **Please list all the cheques on the Remittance Advice Form and ensure that donations can be identified as being paid in by cash or cheque**
- N.B. Money can be banked in more than one instalment. If using internet banking, check that the bank reference agrees with the remittance advice number. As long as your church's bank details have not changed the details should be held on the Ride and Stride database
- Send any charity vouchers to the St/Ride Administrator promptly as they go out of date after 6 months
- Within **two** days of paying in the sponsor money, send the Remittance Advice and **all** Sponsor Forms to the Ride and Stride Administrator
- Check your church has received their 50% of funds. Tell people of the achievement – put a piece in the parish or local newsletter and when received print out the notification the Ride and Stride Administrator sends and display on your notice board