



Oxfordshire Historic
Churches Trust
Supporting Oxfordshire's
Churches since 1964

RIDE + STRIDE for Churches

Sponsored Ride and Stride - Guide for Participants
Saturday 8th September 2018 10am to 6pm

General Information

- **Cyclists, Walkers and Horse Riders (St/Riders)** raise sponsor money by visiting churches and chapels on any route of their choice – most people will willingly sponsor you for a 'set amount' regardless of the number of places you visit. A list of participating churches is available on the Oxfordshire Historic Churches Trust (OHCT) website and from your Church Coordinator. www.ohct.org.uk
- **Welcomers** are also invited to seek sponsors for the time they spend welcoming St/Riders to their church. They do not have to be in the church - they could be at a nearby house to sign the St/Riders' forms at the door, provided directions are shown at the entrance to the church.
- The money raised (before GiftAid) will be shared equally between OHCT and the church of your choice. OHCT makes grants to churches and chapels in Oxfordshire of all Christian denominations towards the cost of major fabric repairs and re-orderings.
- We recommend participants set up their own on-line fundraising webpage through www.justgiving.com. **You will find instructions on the OHCT website and a link to set up a fundraising page. Please make sure that if you wish to nominate a church to receive a 50% share of your sponsor money that it is mentioned in the "My Story" section of your webpage.** Once the page is set up JustGiving will collect the sponsor money for you. Your page can also accept donations made by text message and can be linked to Facebook and Twitter. Remember to e-mail the link to anyone who might sponsor you, even abroad. **Sponsor money raised through JustGiving is paid directly to OHCT so should not be included on your sponsor form.**
- Please ensure that you complete **all** the details on both sides of the sponsor form including your e-mail address. OHCT will not pass your contact details to any other organisation. Additional sponsor forms are available from your Church Coordinator or can be printed from the OHCT website.
- Please encourage your sponsors to GiftAid their donations if they are UK taxpayers. Please ensure **all** the following details are provided as these are needed in order to claim the GiftAid tax rebate: **full name (one person only, not Smith family, R & D Smith or Grandma), home address (including house name or number) and postcode. A work address is not acceptable.** *giftaid it*
- Any tax reclaimed is paid specifically to OHCT so cannot be passed back to churches. The cost of running the St/Ride, including JustGiving charges, is covered by the tax rebate, so that all OHCT's share of sponsor money can be used for grants.
- Any activity other than cycling, walking, horse riding or welcoming is undertaken by participants at their own risk. It is a condition of participation that, save to the extent required by law, OHCT accepts no liability in respect of death or injury sustained by any participant in the sponsored Ride and Stride. In the unlikely event of any accidents occurring during the event, please notify the St/Ride County Organiser as soon as possible.
- Please take photographs and e-mail them to rideandstride@ohct.org.uk with details of who is in the photograph and where it was taken.

- Please sign up on the OHCT website to receive the Ride and Stride newsletter ([scroll down to the bottom of OHCT website pages](#)). You might also like to sign up for the National Ride and Stride newsletter at www.rideandstrideuk.org (top right hand corner).

Information for Cyclists, Walkers and Horse Riders (St/Riders)

- Decide about how many churches you are likely to visit before starting to collect sponsors. Plan your route using the List of Churches Welcoming St/Riders and the route planner on the OHCT website; more Information on many of the churches can be found in the Our Churches section. As the Ride and Stride is part of a national event you may cross county boundaries or take part in another part of the country. To locate churches open in other counties visit the National Ride and Stride website (www.rideandstrideuk.org) and follow the links to the appropriate county trust.
- Motor transport is only permitted to take/collect participants to their starting/end point. Mobility scooters and wheelchairs are permitted throughout the event.
- St/Riders are encouraged to participate on “the” day as most churches will have Welcomers on duty to greet you and sign your sponsor form. However, there is nothing that restricts this fundraising to that one day or one activity. OHCT will gladly receive any money sent in and pay half of it to any church nominated.
- Please wear the official Ride and Stride sticker, available from your Church Coordinator so you are recognised as a participant.
- When you visit a church ask the Welcomer to sign your Sponsor Form while you sign their Register of St/Riders. If the church is not open, sign the Register of St/Riders and record your visit on your own sponsor form. Your visit counts even if the building is not open. If you have only raised sponsor money on-line, you will still need a sponsor form to record the churches that you visit. Please give this to your Church Coordinator to send in after the event.
- **Radio St/Ride (call sign GB2CCC) will be operating on the Broad Walk outside Christ Church Cathedral. Each church that you talk to over the air will count as another church visited for your St/Ride sponsor form so, if you sign in at Christ Church Cathedral, call in at Radio St/Ride as well. Cycling is NOT permitted in Christ Church meadow.**
- **Safety** – Please do all you can to ensure your safety. Ride and Stride high viz vests are available to buy, [see the Ride and Stride section of the OHCT website for details](#).



Information for Welcomers

- **Please wear a Ride and Stride sticker** and remember St/Riders appreciate a free soft drink and biscuit.
- The Guide for Welcomers is included on the Register of St/Riders.

After the Event

- Please collect your sponsor money and give it together with your sponsor form to your Church Coordinator by 31st October 2018. Their contact details should be on your sponsor form or contact the St/Ride Administrator.
- Cheques should be made payable to ‘OHCT Ride & Stride’ but cash is preferred for GiftAid reasons on any money not GiftAided by your sponsors. Please mark on your sponsor form whether the donor pays by cash, cheque of CAF and total the sponsor form. **Please do not write a personal cheque covering all your sponsor money.**
- Any charity vouchers e.g. CAF vouchers, cannot have GiftAid claimed on them as the donor has already reclaimed the tax.

Oxfordshire St/Ride Contacts, Website Address and e-mail Address:

St/Ride County Coordinator: Mrs Hilary Cakebread Hall - Tel: 0783 169 0524 rideandstrideoxon@ohct.org.uk

St/Ride Administrator: Mrs Jeanette Thomas – Tel: 01235 202554, e-mail: rideandstride@ohct.org.uk

e-mail address for photographs and stories: rideandstride@ohct.org.uk

OHCT Website Address: www.ohct.org.uk

