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**Church Coordinator Check List**

**(Please read this in conjunction with the Brief for Church Coordinators)**

**Advance Preparations**

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| □ | Put up posters (please complete name and contact details in the box) |
| □ | 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 Virgin Money Giving. Please note that we are no longer using JustGiving. |
| □ | Put details in the Church and Local magazine of participants who would like sponsors and provide Virgin Money Giving webpage addresses |
| □ | Organise a list of Welcomers and encourage them to get sponsored |
| □ | Check the Ride and Stride section of the website ([www.ohct.org.uk](http://www.ohct.org.uk)) for additional materials including the list of participating churches |

**Shortly Before the Event**

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| □ | 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:* + 1. Register of St/Riders
		2. Signage (posters or arrows available on website)
		3. Stickers
		4. Lists of Participating Churches
		5. Spare sponsor forms
		6. Pens (at least two)
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**After the Event**

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| □ | 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 and church to receive the 50% are fully completed (preferably by 31st October) |
| □ | Check sponsor forms have the following completed for each sponsor:1. Initial and Surname (one person only not Smith family, R and D Smith, Richard or Grandma)
2. House name or number
3. Postcode
4. Date paid
5. Method of payment – cash/cheque/CAF or similar
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| □ | Pay in money at Barclays or by internet banking. Preferably pay in cash given to you 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** |
| □ | Within **two** days of paying in any 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  |