



Oxfordshire Historic  
Churches Trust  
*Supporting Oxfordshire's  
Churches since 1964*



## Church Coordinator Check List

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

### Advance Preparations

- Put up posters (please complete name and contact details as suggested)
- 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 GoodHub. (Formerly InvestMyCommunity)
- Put details in the Church and Local magazine of participants who would like sponsors and provide GoodHub details
- Organise your rota of Welcomers and encourage them to get sponsored
- Please enter your plans on our Register your Church details section of on our website – <https://ohct.org.uk/ride-and-stride/im-a-coordinator/register-your-church-details-for-ride-and-stride/>. If you need help email [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk)

### Shortly Before the Event

- Check the arrangements for the church on R+S Day (and who can do this if you are not available)
- Check toilet facilities will be available (if applicable)
- Ensure the Welcomers have the following:
  - i. Register for participants
  - ii. Signage (posters or arrows available on website – if required)
  - iii. Stickers
  - iv. Spare sponsor forms
  - v. Pens (at least two)

## After the Event

- E-mail visitor numbers to the Ride and Stride (rideandstrideoxon@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 31<sup>st</sup> October)
- Check sponsor forms have the following completed for each sponsor:
  - i. Initial and Surname (one person only not Smith family, R and D Smith, Richard or Grandma)
  - ii. House name or number
  - iii. Postcode
  - iv. Date paid
  - v. Method of payment – cash/cheque/CAF or similar
- 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. **FULL DETAILS ON PAYING IN FORM SUPPLIED**
- Within **two** days of paying in any sponsor money, send the top part of the Paying In Form and **all** Sponsor Forms to Ride+Stride, 99 Fairmead, Cam, Dursley. GL11 5JU
- Check your church has received their 50% of funds. Tell people of the achievement – put a piece in the parish or local newsletter