

Rutland Historic Churches Preservation Trust

RHCPT Reg. Charity No: 211068

(Affiliated to the Historic Churches Preservation Trust)

President Sir Laurence Howard KCVO OBE JP

Patron: Her Majesty the Queen

Chairman Peter O Lawson BEM DL

Dear Church Organiser,

RUTLAND RIDE AND STRIDE. SATURDAY 9th SEPTEMBER 2023

We are very grateful to you for offering to act as church organiser for your church for this year's Ride and Stride. As in 2021, we are primarily using the internet to distribute information and paper forms. So I am e-mailing this letter to you with the necessary attachments. The most important of these for you at this stage is the Brief for Church Organisers. This contains all the information that you need and has been updated substantially since 2021 so please read it! In particular, we would draw attention to the use of electric bikes which we are encouraging as part of a general policy of trying to widen the appeal of the event. We also suggest that you might wish to advertise that your church is open particularly if you are offering refreshments.

The other attachments are guidance notes and sponsorship forms for the participants which are also available on our website www.RutlandRideAndStride.org.uk. It is our hope that you will be able to print off the notes and forms in the quantities that you may need in your parish but please remember to **add your name to the sponsorship form** where indicated so that participants know who to return the forms to. (Hopefully, most participants in your parish will be willing to print the forms off for themselves.) If you are unable to do this, then please contact Sue Thomas 07885 046449 suethomas410@gmail.com and she can arrange this for you.

We decided to produce the advertising material centrally to ensure colour and quality control so I will send this separately by mail or hand very soon: specifically, a supply of posters to display in your church porch, village shop or other prominent places advertising the event; and a supply of individual leaflets to place where you think they will have most impact. These are for people to take home. If you need more posters or flyers please contact Sue. We will also send you a WELCOME sheet for participants to sign if you are not able to be in your church. This is not a control but ensures that people feel welcome even if nobody is there personally to do this. We do not expect you to return this to us.

We are very keen to encourage participants to use JustGiving for fundraising and this has the great advantage to you and us of collecting sponsorship money directly including the GiftAid rebate. So please encourage this where appropriate. More details are in the briefing notes and of course on our website. Where people give directly to the participant please remind these latter **if they wish to pay by cheque** to make sure their name, address and postcode is included on the form and the GiftAid box ticked so that we can reclaim tax.

We are extremely grateful to Hanson Cement, Ketton for their support.

With many thanks for your help and support.

Rutland Ride + Stride Special Trustee Co-ordinator