



Eve Baker - R+S Administrator: 07989 467585 evembaker.dhct@gmail.com

June 2026

Dear Church Representative

What is Ride + Stride? R+S is DHCT's single annual fund-raising event. Your church will benefit as 50% of the sponsorship funds you raise can be returned - last year over £45,000 was shared out among 167 churches. There are many ways to take part. People can walk, run, ride a bike or a horse or for the less able, drive to churches in the county and earn sponsorship for their efforts. Some churches complete alternative activities - cream teas, bell tours, swimming lengths etc. Be creative and choose an event that suits your community!	
The Church Representative (CR). The role of the Church Representative (formerly the Parish Organiser) is crucial to the success of this event at church level. Thank you for agreeing to be the CR this year. If you are not able to do so, please pass this "pack" on to your successor or your Churchwarden or Treasurer and ask them to help you find someone to fill this vital role.	
The Pack. The envelope which you have just opened may look rather daunting even if you are a seasoned CR. We have done our best to minimise the paperwork while providing you with everything you will need. All of these are on the DHCT website. Please familiarise yourself with the pack contents and the timetable for the summer up to the big day - Saturday 12 September - found at the end of this letter.	
Spreading the word. We recommend that you start to spread the word about R+S, to engage with your likely participants and publicise the event in your Parish or Church Magazine in July. We find that word of mouth is effective in engaging people to take part or support. There will be a PR Launch across the county including on Instagram which will reinforce your local messages. There will be media coverage and large yellow R+S boards erected across the county. Material to assist you is enclosed.	E, F, J, K
Fund-raising. We have created a JustGiving (JG) campaign page for R+S 2026. https://www.justgiving.com/campaign/dhctrideandstride2026 We encourage as many participants as possible to record their sponsorship using this convenient method - especially because Gift Aid is recovered by JG, saving us hours of work and expense. Detailed instructions on how to join JG this year for both new and existing users are in this pack. Of course,	N1/N2

sponsorship can be recorded on the Sponsorship form. Cash collected in this way should be passed into your church account so that a single sum can be transferred by BACS to DHCT. We cannot accept cash. Pledges by cheque cost us money to process, but if they are unavoidable, they should be made out to DHCTR+S with no spaces.	H
Letter to Riders and Striders Each rider or strider needs to know how to take part, how to raise sponsorship and record their visits.	G, I
Preparations for the day. In the weeks before the big day, ensure that posters are put up. Plan for a team of welcomers to greet visitors and provide much appreciated refreshments, for at least part of the day, if possible. This year we will be publishing details of all the churches that have promised to be open for the day on our website. Your Deanery Area Rep. will be in touch about this. We may also put some suggested circular routes on the website.	
On the day. Check that the church is open from 9.30am, with the Register of Visitors form and refreshments (if possible). Use the Apologies poster too, if the church will not have anybody present. If you are taking part, have a great day. If not, please take some photographs of visiting riders and striders.	L, M
After the Event Although R+S is not a competition, we do publish a results table in our Annual Review and it is so important that the figures provided to our Hon Treasurer and book-keeper are accurate and complete. The Financial Management form (yellow) is designed to help you record the different sources of sponsorship - JustGiving, BACS and cheques - before completing the all-important Remittance Form (pink), following the detailed instructions on the form carefully. Without the Remittance form, we cannot pay out the 50% rebate or include your church in the results table. The Hon Treasurer also needs evidence of Gift Aid declarations so please include all Sponsorship Forms (H). We are also asking for feedback on how the day went on the Feedback form (green). Please ensure that these papers, with the correct postage to avoid delay, loss or cost to the Trust (check weight at a Post Office) to our Hon Treasurer by 31 October at the latest and much sooner if you can.	B C H D

Church Representatives guide to running Ride+Stride

June

- ✓ Inform your church leadership of the date - 12th September 2026. Decide on your activity.

July

- ✓ Publish a press release in your Parish/Community magazine (J)
- ✓ Launch R+S with a small event or by email.
- ✓ Contact possible Riders and Striders, gain their support and make sure they have the paperwork - letter (G), sponsorship form (H) and Record of Visits to churches (I). All can be downloaded from the website.
- ✓ Use handout to inform new participants about the event (K)
- ✓ Organise a welcome team rota in church to sign forms. Plan refreshments, if possible.

August

- ✓ Early August - Put up posters - yellow A4 (E) and A5 (F)

R+S day

Open church with welcomers, if possible, from 9.30am-6pm with the Register of Visitors form (L) and refreshments. Or put up the apologies notice (M) if not open. A few refreshments would still be welcome.

After the event

- ✓ Collect Sponsorship forms (H) and check the Church Deanery Number is on each one. This can be found on your Remittance form.
- ✓ Collect Record of Visits forms (I) Register of visitors' sheet (L). Retain these until Christmas in case of queries
- ✓ Ask participants to give sponsorship cash/cheques to the Treasurer or whoever is collecting money.
- ✓ Complete the Financial Management form (B)
- ✓ Complete the Remittance form (C).
- ✓ Complete your feedback form (D)
- ✓ Send forms B, C, D and H to Roger Blaber. His details are on the Remittance form
- ✓ Thank the participants and let them know the potential amount raised.
- ✓ Look out for your 50% share of monies raised which will be returned, by BACS, by mid-December so it can be included in this year's accounts!

We hope that you and your riders have an enjoyable and successful day

Your sincerely

Eve Baker R+S Administrator