

## **IMPORTANT THINGS TO KNOW IN 6 STEPS**

**Call your Event Coordinator with any questions**

- 1. Fill out the Entry Form: (Highly recommend)** This is located in the brochure that is enclosed. This needs to be given to your Team Captain the day of the event. This form must be signed. If you are under 18 years of age, then your parent/guardian must sign it.
- 2. Items that are enclosed in the packet:**
  1. Pledge forms
  2. Lump Sum Pledge Sheet
  3. Pledge Sheet (1 mile pledge sheet)
  4. Runner's Bib-this is your team number to wear the day of the Ride.
  5. Brochures- This has the Entry Form in it. Also use the brochures as you are getting pledges. This will help in obtaining pledges.
  6. Safety Pins- to pin the bib on your shirt the day of the Ride.
  7. Paper Clips- to clip money/checks to the pledge forms.
  8. Ziploc Bag- labeled Lump Sum Pledge- to keep your completed Lump Sum pledge forms in.
  9. Ziploc Bag- labeled 1 mile Pledge- to keep your completed 1 mile pledge forms in.
- 3. Getting Pledges:**
  - a. Write neatly!! Please Print!! Remember that someone else has to read these forms.
  - b. Fill out all the information! This is needed for sending out bills and/or Thank You Letters. We will call you if the information is not readable or is missing. It could also mean loss in funds collected.
  - c. There are two types of pledges. 1) Lump Sum and 2) Per 1 Mile.
  - d. For Lump Sum pledges, you are to collect as much of the money as possible. Optional- If you do not collect the money, DO NOT give them a receipt. The coordinating team will bill them OR the rider can collect the money after the ride.
  - e. For 1 Mile Pledges, you need only to fill out the information on the pledge form. Make sure the sponsor understands it is for per mile.
  - f. If you need more forms, ask your team captain for them.
- 4. Before the Event:**
  - a. Before you come to the event, transfer information from the pledge forms to the corresponding Pledge Sheets that are enclosed.
  - b. You will enter all the Lump Sum amounts to the Lump Sum Pledge Sheet. Please note that there are two columns , one for "AMOUNT PAID" and one for "to be Collected". Add up the columns and put your total at the bottom of the page. You also need to count the money and the checks that you have received and make sure that amount equals your total paid amount listed on the sheet. If not, you need to recheck everything again and find your mistake.
  - c. Please paper clip the money and/or checks to the corresponding pledge form and place these in the Ziploc Bag labeled Lump Sum Pledge Forms.

- d. You need to list the pledges per mile on the Pledge Sheet. Remember to list each pledge per mile. Then total the pledges. Place the pledge forms in the Ziploc bag labeled Mile Pledge Forms. Please note, you should not have any money for mile pledges since we don't have the number of miles that you went.
- e. Be sure your name and team number is listed on both the pledge sheets and each pledge form. If anything gets separated from your package, we can still get you the credit you earned.

**5. The Day of the Event:**

- a. Meet with your team captain and your team members at \_\_\_\_\_(site of the event).
- b. Turn your packet in to your Team Captain. Your captain will register the entire team. If you have your paperwork ready, everything will go smoothly. It will help your captain, the people at the registration tables and the accounting go faster and prizes will be determined more quickly.

**6. After the Event Ideas:** (optional)

- a. Cookout with all the participants.
- b. Movie / hangout time

The District STL coordinator will put all event forms, sheets and images on our website as a zip file so that you can download them and make your own team packets, do the event and collect funds. THANK YOU FOR ALL THAT YOU DO

Once funds are collected you will Mail them to this address:

***CDDC Ministries  
2500 Corona Dr. NW  
Albuquerque, NM 87120***