



Christian Motorcyclists Association of Canada
Box 521
Red Deer, AB
T4N 5G1
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Instructions for Chapter Run for the Son (RFTS) Secretary/Treasurer

Thank you for your willingness to serve as the RFTS Secretary/Treasurer for your chapter. The following instructions will assist you in your duties, if you have any questions please contact us at the information above.

As you distribute the packs:

1. Record the names of each of the ride participants on the Individuals Summary Sheet (Form A)
2. Ensure that each participant receives one envelope, a copy of the participant instructions, sponsor forms
3. Please ensure all participants know that ALL cheques must be payable to CMA Canada.

On the day of the RFTS

1. Collect the envelopes and record the amount each participant collected on the Individuals Summary Sheet (Form A).
2. Ensure you receive the following from the participants:
 - a. A completed and signed waiver form found on the front of the envelope.
 - b. A completed sponsor form for each donation collected, and one for the total amount of anonymous donations collected (if applicable).
 - c. All unused sponsor receipts.

After your ride is complete

1. Balance each participant's envelope and initial it. All cash and cheques collected are to equal the total of the sponsor forms and must be correctly recorded on the front of the envelope.
2. Put the sponsor forms back into the appropriate participant's envelope and remove the cash and cheques.
3. Deposit the cash into your chapter's account and issue one cheque made payable to CMA Canada for the total amount of all cash collected by your chapter. **DO NOT SEND CASH IN THE MAIL** if your chapter does not have a chequing account, a money order is an alternative.
4. Photocopy the "Form A" Summary Sheet for your records.
5. Your chapter package should include:
 - a. All participant envelopes with their sponsor forms enclosed
 - b. The Form A summary sheet
 - c. All cheques and money orders
6. Send the complete chapter package via express post to CMA Canada Box 521, Red Deer, AB T4N 5G1. Keep your receipt for tracking.

Your chapter package must be postmarked no later than June 15th to be included in the current year campaign. Donations received after the deadline and before the end of the calendar year will still be receipted in the current year, but will be recorded in next years campaign.

Thank you for your assistance in making sure this process goes smoothly. Your attention to these details is greatly appreciated.