

2010 Run for the Son Secretary Instructions



This material is designed to help you as you fulfill the important task of being the RFS Secretary for your chapter. Thank you for your time and dedication.

Before the Run

1. Read enclosed material.
2. Share the "Answers to Common Questions/Issues" document with your chapter members.
3. Call the Support Center at (870)389-6196 if you have any questions.

Day of the Run—May 1, 2010

1. Set up a clearly displayed table (with a calculator) at the gathering place for individuals to turn in their packets.
2. Review the following information on each packet **before** the individual leaves the table:
 - a. Verify the envelope is completely filled out.
 - b. Count cash and checks (checks should be made out to CMA) to verify the amount recorded on the envelope equals the total inside.
 - c. **Verify participants have added RFS, membership number, and chapter number** in the memo field of each check.
 - d. Specify T-shirt size for all eligible individuals.
 - e. Remove sponsor forms from packets and return to the individual for their reference.
3. Before leaving on the Run, call in your chapter's total to RFS Hotline, (870)389-6196. Phone lines are open from 9:00 AM to 7:00 PM CST on May 1, 2010.
 - a. You may call throughout the day for updates of the RFS total.
 - b. Hotline total will be finalized at 7:00 PM CST on May 1, 2010.

After the Run

1. Transfer packet information to the chapter's recap sheet (form with white, yellow, and pink pages); listing participants in alphabetical order (last name first, for example: Doe, John) with the husband's name first and then the wife's name on the next line. Be sure to include the membership number for each person, if a non-member, list as non-member.
2. Add Column 7 on the recap sheet; verify the total equals the funds collected and sent in.
3. Confirm that all checks are made out to CMA and include RFS, member number, and chapter number in the memo field.
4. Obtain a money order for any cash or foreign currency or deposit cash into the chapter checking account and send a chapter check. Please do **not** send cash. The chapter check should include a breakdown of the participants' names and member numbers.
5. Fill out the enclosed shipping label, no P.O. Boxes please.
6. Send all money with the **WHITE** and **YELLOW** recap sheet copies by "Delivery Confirmation" (electronic certified mail offered by the United States Postal Service) to CMA postmarked by **May 21, 2010**. Send to:

CMA, P.O. Box 9, Hatfield, AR 71945
7. Retain **PINK** copy of recap sheet and individual packet envelopes for your records.
8. **Money postmarked after the deadline will be credited to the 2011 RFS and will not be eligible for 2010 incentives or awards.**

Incentives

Incentives will be shipped via UPS to the address you have indicated on the enclosed shipping label.

2010 Run for the Son Chapter President Information



Before the Run

1. Promote RFS throughout the year.
2. Order your chapter's individual packets from the Support Center.
 - a. Every member, husbands and wives included, will need to have their own packet.
3. Designate a RFS Secretary. A RFS Secretary should be in place by the November chapter elections. This can be anyone in the chapter who is trustworthy and willing.
4. Set a goal for the chapter based on individual goals. Be challenging, but realistic.
5. Give each participant a packet and go over the "Answers to Common Questions/Issues."
6. Select a Run route. The ride can be approximately 100 miles. Some things to consider are the gathering place, destination, combined ride with other chapters, and parades.
7. Plan a program of activities for after the ride. Some suggestions are cookouts, bike games, and sing-a-longs.
8. Publicize the event. Send press releases for "free spots" on the radio, TV, and newspapers. Try to arrange for TV talk shows, newspaper interviews, or TV coverage at gathering points and parades.
9. Advertise in bike shops, churches, Christian bookstores, and secular clubs.
10. Order any needed materials from the CMA Support Center.
 - a. RFS brochures (15 brochures are included in each packet; additional brochures are available by request).
 - b. RFS promotional DVD (\$5.50 each).
11. Encourage inactive members to participate.

Day of the Run—May 1, 2010

1. Assist the RFS Secretary in setting up a table at the gathering place.
2. Direct participants to turn in their completed packets, along with the money, to the RFS Secretary before they leave on the Run.
3. Assist the RFS Secretary as needed.
4. Verify that the RFS Secretary calls in the chapter total to the RFS Hotline at (870)389-6196 before leaving on the Run. (Chapter leaders may call the RFS Hotline throughout the day for national totals. Lines will be open from 9:00 AM to 7:00 PM CST.)
5. **Coordinate a time of prayer in line with your time-zone. A copy of the Run for the Son 2010 Prayer List is enclosed for your reference. Our goal is for all of CMA to pray in agreement at the same time for the same purpose.**

After the Run

1. Let sponsors know the outcome of the Run and thank them personally for their contribution. "Thank You" cards are available year-round and are listed in the *HeartBeat* as a ToolBox item.
2. Inform the media services of the results of the Run.
3. Work with the RFS Secretary to verify all totals and funds balance before sending recap sheets to the CMA Support Center.

NOTE: All funds and chapter recap sheets must be postmarked by May 21, 2010 in order to be eligible for 2010 awards and incentives. Money received after the deadline will be processed for the 2011 RFS.