



National Bike MS Passport Program

Why: Develop a Society-wide program for Bike MS cyclists that are top fundraisers in order to facilitate a stronger commitment to the Society and its mission, as well as create a national community of top fundraisers and avid cyclists. The National Bike MS Passport Program will also serve as an added incentive to retain event participants and for them to raise more money for the Society.

Who: Cyclists who raise at least \$5,000 at their home Bike MS event and National Team Captains.

Chapter Responsibilities for the National Bike MS Passport Program -

Originating Chapter:

1. Identify Bike MS fundraisers that will raise at least \$5,000 for your event. Identify Bike MS fundraisers that are close to the \$5,000 mark and encourage them to raise more money for the added incentive of membership in the National Bike MS Passport Program.
2. Include information about the National Bike MS Passport Program in collateral marketing materials to encourage Bike MS fundraisers to raise more money. (See suggested boilerplate language located on the intranet.)
3. Upon the completion of your Bike MS Event, identify fundraisers that are eligible for the program.
4. Follow up with your eligible program member cyclists to inquire about interest.
5. Coordinate with National Bike MS Passport Program members to sign up and participate in a designated Bike MS Event. Ensure that Bike MS Passport Program participants understand that they are the only ones eligible to go to the event(s) and that their participation cannot be transferred to anyone else.
6. Fill out the registration form (located on the Society's intranet), collect the waiver (located on the Society's intranet) from the cyclist and send to fundraisingsupport@nmss.org.

Receiving Chapter:

1. Receives registration confirmation and details regarding cyclist from the Fundraising Support Center. Work to coordinate with the cyclist's regarding attendance at your Bike MS Event.
2. Communicate with the originating chapter to learn about the cyclists.
3. Ensure that the cyclist(s) have been entered into your Bike MS database and that they'll receive information about your Bike MS ride.
4. Determine benefits to program cyclists. (Provide cyclist with VIP parking, access to VIP tent, etc.)
5. Host cyclist at your chapter's Bike MS event.

Will participation in the National Bike MS Passport Program be an expense for the host chapter?

No. The \$50 rider registration fees have been accommodated in the chapter budget packages for 2016. Cyclists are expected to cover their own travel expenses, bike shipment, hotel accommodations, incidental expenses, etc.

All forms should be directed to the Fundraising Support Center. For additional questions about the Bike MS Passport Program contact fundraisingsupport@nmss.org.