



# Registration & Fundraising Guide

# Global Biking Initiative



There is a two-step process to follow to join a GBI ride:

1) Register online on [www.gbi-event.org](http://www.gbi-event.org) - confirmation of your registration

- During the registration process, you choose a country you will cycle for.
- Dependent on the event, you might also have the possibility to choose additional options like different accommodation types, rental bikes, transportation, etc.
- You will receive an invoice after registration which you will have to pay within 10 calendar days. After we have received your payment, our participant care team will confirm your registration via e-mail. If GBI does not receive your payment within these 10 days, the system will automatically cancel your registration.

2) Raise fund in your country - confirmation of your participation

- Prior the GBI Event takes place, you have to raise a minimal amount of fund for the charity you are supporting in your country.
- Once raised the minimum fund, your Country Champion will confirm your participation.
- If you miss to raise the minimum fund prior the start of the event, you will not be able to join the ride.



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## FAQ (Frequent asked questions) - Registration

### How do I pay the registration fee?

Please use the following information to transfer your registration fee to our bank account:

Account Owner: GBI Event GmbH, Aachener Straße 4b, 41564 Kaarst, Germany  
Bank Institute: Postbank Dortmund, Hiltropwall 4 -12, D- 44137 Dortmund  
Bank Account 94968463  
BLZ: 44010046  
IBAN: DE24440100460094968463  
BIC: PBNKDEFF

*Please make sure that potential cash wire handling fee from your bank institute are covered by yourself. Deduction from the invoice amount to cover financial costs can't be accepted.*

or

pay your registration fee via PayPal:

Account Owner: GBI Event GmbH  
Useraccount: [paypal@gbi-event.org](mailto:paypal@gbi-event.org)

*Please make sure that paypal handling fee are covered by yourself. Deduction from the invoice amount to cover financial costs can't be accepted. If you choose PayPal during the registration process, these handling fee are added automatically to your registration fee. If you decide to pay your registration fee by PayPal at a later stage, you need do add the following handling fee to your invoice amount:*

Area	Originating Country	Handling fee
Northern Europe	Norway	3.7% + 0.40 €
US, Canada, Europe I	Canada, USA, Germany, UK, Greece, Ireland, Italy, France, Luxembourg, Malta, Netherlands, Portugal, Spain	3.9% + 0.40 €
Europe II	Poland, Rumania, Switzerland, Czech Republic, Hungary	4.9% + 0.40 €
All other Countries	Egypt, Ghana, Jordan, Morocco, Qatar, South Africa, UAE, Mozambique, India, Bahrain, Saudiarabia, Oman, Brazil, Iran, Turkey	5.2% + 0.40 €

\* more countries can be found here: <https://www.paypal.com/uk/webapps/mpp/ua/useragreement-full>, section A1.2 Cross Border Personal Transaction payment Fees

### Can I cancel my registration?

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All terms & conditions can be found in our general terms and conditions (AGB): <https://www.gbi-event.org/en/home/terms-conditions.html>

In general, cancellations follow the following conditions:

- Non-paid registrations within 10 calendar days will be automatically canceled without any costs
- If you have a confirmed registration or participation, the following rule apply:
  - Cancellation more than one month prior the event:  
We return the paid amount minus a 80.- Euro handling fee.
  - Cancellation less than one month prior the event:  
A return of received payment can't be done.

*In both cases you can re-allocate the paid fee and raised donation to an alternative participant. There are may be some limitations for personalized services (e.g. named jersey) which can't be guaranteed because of limited time left.*

- Non-show at the event:  
A return of received payment can't be done.

Note: There are more FAQs available on: <https://www.gbi-event.org/en/generalfaq.html>

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## FAQ (Frequent asked questions) - Fundraising

### How do I raise fund in my country?

There are different mechanism available in the different countries. In Germany for example co-ordinates the registered charity 'GBI Deutschland e.V.' all fundraising activities and have established an online platform to register and transfer the donations. In other countries the Country Champion is collecting the raised donations from the individual participants and transfer the total raised fund in one go to the supported charity. Or the country decided that the participants donate directly to the supported charity and the Country Champion tracks those transfers.

You need to contact your Country Champion to find out how the fund raising mechanism works in your country. Please see the chapter below how to contact your Country Champion.

### What charity do I support?

Every country is supporting at least one charity. Some countries run a multi-year fund raising campaign, other countries support every year a different charity. You need to contact your Country Champion to find out what charity is currently been supported. Or you visit our homepage: <https://www.gbi-event.org/en/about-us.html>

Note: There are more FAQs available on: <https://www.gbi-event.org/en/generalfaq.html>

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## Best Practices Fundraising

The participants of each GBI event are encouraged to support their local charities by raising as much funds as possible. For each event there are certain minimum funds to be raised prior to the tour. And many cyclists raise much more than the requested minimum.

Here are some valuable best practices for your fund raising activities to boost your donations.

Probably most often the participants pay the minimum donation by themselves, nothing more! But you can get much more donations, if you share your purpose with you friends, family and colleagues. Try to be a donation multiplier! Most of your fellows will like the idea that you support those charity projects while cycling. And most likely people like to donate to an organization someone well-known is engaged with, because they have a closer relationship to it. The experience shows that, if you do so year after year, the number of donators will increase steadily.

And if you know people, who are in the executive management of a company or even own a company, e.g. as freelancer, ask them for their contribution and explain them your purpose. Very often those people regularly donate a certain amount of money each year to charity organizations. You can make them feel good by supporting the Global Biking Initiative, and they even have a personal relationship.

After you have donators you have to nourish them. If they donate once, they will do it again next year, for sure. You only have to ask them.

The most important thing is to say thank you. This is self-evident, but you can do it in many ways. Here are some examples, which could have long-lasting memorization:

- a foto of you (maybe at the GBI tour) with a personal thank you
- a souvenir brought from the tour or reminding of some remarkable site/event of the tour (e.g. a bottle of french wine, original mustard from Düsseldorf, Ampelmännchen wine gum from Berlin, graved salmon from Norway, mussel shells, grabbed by you from the North Sea shore). It must not be an expensive gift, but it should be something special.
- prepare your individual tour jersey with company logos and/or the names of your supporters and send your donators the photos of you wearing the jersey
- keep them informed prior to and during the tour (e.g. using Facebook, Twitter or your own blog), you also could use these channels to promote their company while saying thank you and share this information
- create a 'official donator certificate' and hand it over to them
- companies are often interested in publishing their charitable/CSR activities on their websites or other media. Ask them whether you should write a short report with your experiences or stand by for an interview.
- Inform the local media (press, radio, local TV stations) about your project and try to promote your corporate donators or even find new ones.

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To acquire new donators you have to spread your project as far as possible to friends, family and colleagues. Contact them personally or via individual mailing and describe what you are going to do and how it works. Inform them about the charity aspect and that all collected funds will go completely, i.e. without any administrative fee, directly to the supported charities. And don't forget to tell them about the tour itself.

You could also ask for a donation instead of a birthday or Christmas present or even offer self-made cookies or a breakfast with colleagues and ask for a voluntary (anonymous) donation (e.g. in a collection box).

There are so many thing you can do to get donations. You only have to do the first step!

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## Minimum fund per country

Based on the GDP per capita<sup>(1)</sup>, riders raising fund in a particular country have to collect at least the following amount prior a ride:

Details about the supported charity can be found here: <https://www.gbi-event.org/en/about-us.html>

Country	Minimum Fund	Country Champion	Contact
Bahrain	150.- Euro	Saber Zainal	bahrain@gbi-event.org
Brazil	150.- Euro	Paulo Favero	brazil@gbi-event.org
Canada	200.- Euro	Pascal Lauria	canada@gbi-event.org
Czech Republic	150.- Euro	Jan Rudolf	czech republic@gbi-event.org
Egypt	150.- Euro	Ramy ElKably	egypt@gbi-event.org
France	200.- Euro	Haitham Samman	france@gbi-event.org
Germany	200.- Euro	Uli Böhm	germany@gbi-event.org
Ghana	150.- Euro	Harry Newsland	ghana@gbi-event.org
Great Britain	200.- Euro	Tim Davey	great britain@gbi-event.org
Greece	150.- Euro	Fragkiskos Vellis	greece@gbi-event.org
Hungary	150.- Euro	Gyöngyi Viczián	hungary@gbi-event.org
India	150.- Euro	Vivek Lokur	india@gbi-event.org
Iran	150.- Euro	Amir Mehdi Etemad	iran@gbi-event.org
Ireland	200.- Euro	Ed Joyce	ireland@gbi-event.org
Italy	150.- Euro	Pietro Licata	italy@gbi-event.org
Jordan	150.- Euro	Nader Al-Zakibeh	jordan@gbi-event.org
Luxembourg	250.- Euro	Doris Lodea	luxembourg@gbi-event.org
Malta	150.- Euro	Alexandra Londoño	malta@gbi-event.org
Morocco	150.- Euro	Jdiri Mustapha	morocco@gbi-event.org
Mozambique	150.- Euro	Haidar Liasse	mozambique@gbi-event.org
Netherlands	200.- Euro	Jouel Petit	netherlands@gbi-event.org
Norway	250.- Euro	Carsten Wiecek	norway@gbi-event.org
Oman	150.- Euro	Mahmood Al Jardani	oman@gbi-event.org
Poland	150.- Euro	Szymon Kiepas	poland@gbi-event.org
Portugal	150.- Euro	vacant	portugal@gbi-event.org
Qatar	200.- Euro	Mahmoud Marouf	qatar@gbi-event.org

<sup>(1)</sup> [https://en.wikipedia.org/wiki/List\\_of\\_countries\\_by\\_GDP\\_\(nominal\)\\_per\\_capita](https://en.wikipedia.org/wiki/List_of_countries_by_GDP_(nominal)_per_capita); International Monetary Fund

Country	Minimum Fund	Country Champion	Contact
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Romania	150.- Euro	Marius Coman	romania@gbi-event.org
Saudi Arabia	150.- Euro	Ahmed Alsawfan	saudi arabia@gbi-event.org
South Africa	150.- Euro	Etienne Gerber	south africa@gbi-event.org
Spain	150.- Euro	José Antonio Rodríguez Merino	spain@gbi-event.org
Switzerland	250.- Euro	Michael Leuenberger	switzerland@gbi-event.org
Turkey	150.- Euro	Ilhan Kesken	turkey@gbi-event.org
United Arab Emirates	200.- Euro	Hisham Abdelrahman	united arab emirates@gbi-event.org
United States	200.- Euro	Kari Naimon	united states@gbi-event.org