



MEMBER HANDBOOK

“We Ride For Those Who Died”

Dear Members,

On behalf of the entire Board of Directors, we welcome each of you to the 2023 Police Unity Tour. It seems the Tour comes back around each year more quickly than the previous year, however, this is the excitement of it all. We are ready and we look forward to another great Tour. Your contributions in your specific roles are what make the Tour so successful.

I want to take this opportunity to thank each new member who signed up with Chapter VIII. We appreciate each of you very much and we look forward to getting to know you, riding with you and working with you in the role of support. We hope your experience with the Police Unity Tour is one that is truly wonderful and memorable.

I would be remiss to not thank our returning members. You all have helped to make the Police Unity Tour what it is today. I cannot adequately convey my thanks for our partnership and for your commitment to make our Chapter the very best.

With that said, I am attaching a very helpful peripheral that was created to assist all members. The "Police Unity Tour Chapter VIII Member Handbook" is merely a guide to assist and walk you through any questions you may have. I hope this handbook provides most of the answers to your questions. Please feel free to reach out to anyone on the board or to your assigned mentor/ride marshal, should you have any further questions. Mentor/Ride Marshal assignments should commence in October.

I am excited about the 2023 Police Unity Tour and look forward to seeing each of you in May.

Sincerely,

Griggs Wall

Griggs Wall
President
Police Unity Tour Chapter VIII



Our Mission

The primary purpose of the Police Unity Tour is to raise awareness of Law Enforcement Officers who have died in the line of duty.

The secondary purpose is to raise funds for the National Law Enforcement Officer's Memorial and Museum.

Our History

In May 1997, the Police Unity Tour® was organized by Officer Patrick P. Montuore, of the Florham Park Police Department, in an effort to bring about public awareness of law enforcement officers that have died in the line of duty and to honor their sacrifices. The tour started with 18 riders on a bicycle ride from Florham Park, NJ to the National Law Enforcement Officers Memorial in Washington D.C. which raised \$18,000. This May we were proud to announce that the Police Unity Tour was able to donate 2.6 million dollars to the National Law Enforcement Officers Memorial Fund bringing our total donations to almost 23 million dollars.

In late 2005, the Police Unity Tour® pledged \$5 million in support of the National Law Enforcement Museum. Inspired by our commitment and our motto, "We Ride for Those Who Died", the National Law Enforcement Officers Memorial Fund has selected our organization to be the sponsor of the Museum's Hall of Remembrance.

Having completed the \$5 million commitment to the museum in 2009, the Police Unity Tour dedicated the 2010 ride to the restoration of the walls of the National Law Enforcement Officer's Memorial. The \$1.1 million restoration project includes the re-engraving, coating, and sealing of the 18,983 names on the memorial as well as the cleaning of the walls and other memorial improvements.

In 2011 the Police Unity Tour became the official sponsor of the National Law Enforcement Officers Memorial Fund's "Officer of the Month Program". Officers of the Month are honored at a special awards luncheon each May in Washington, DC during National Police Week, and they are featured in the Memorial Fund's annual calendar. The Police Unity Tour is also proud to sponsor the NLEOMF's "Recently Fallen Alerts".

In 2016 with the construction of the National Law Enforcement Officers Museum well underway, it was announced that in addition to the Hall of Remembrance, the Entry Pavilion to the Museum will be named in honor of the Police Unity Tour. This recognition will enhance the awareness and understanding of the Police Unity Tour with every visitor that enters the Museum.

Chapter VIII

Chapter VIII is based in Florida but we welcome members from all other states. We are proud to have riders and support personnel from Florida, North Carolina, South Carolina, Louisiana, Texas, Arizona, Georgia, Alabama, Arkansas, Alaska and the United Kingdom (just to name a few).

Chapter VIII's inaugural ride was in 2004 when 12 riders and multiple support personnel joined with Virginia's Chapter IV. This year we rode over 240 miles from Portsmouth, Virginia to the National Law Enforcement Officer's Memorial in Washington, D.C. to deliver our raised funds. Our route took us through some of the most beautiful and memorable places in Virginia. We then made our way to RFK Stadium where we joined up with our entire sister chapters and rode to the National Law Enforcement Officers Memorial together in UNITY!

We are proud to be part of the Police Unity Tour® and humbled by the opportunity to "Ride for Those Who Died!"

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FINANCIAL GUIDELINES AND POLICIES

Welcome to the Police Unity Tour with Chapter VIII from your Treasurer. The Treasurer's job for the Chapter covers a multitude of responsibilities. However, the most important is to ensure that all financial business of the Chapter is conducted in accordance with local, state and federal law in order to maintain our charitable organization status and ability to raise funds as a 501(c)(3) organization.

This is a FAQ of the financial guidelines and situations as well as policies that you might encounter during payment and fundraising. While as inclusive as possible, you may experience a unique financial situation or question that is not covered. Dealing with those situations sooner than later will ensure:

- Chapter charitable status is protected
- You receive credit for the funds you raise
- Our donors are provided the documentation required by law
- Your/our donors receive the proper recognition
- You receive the correct support and documents needed to raise funds

Membership in the Chapter will be approximately 250 members this year. If you have questions about fundraising, special events, charitable status, employer sponsored gifts or matching gifts, etc., use this FAQ and the Chapter website first before you reach out for support to the Treasurer at PUTChap8@gmail.com. Most situations are covered here.

Q: Who is responsible for reporting donations to the IRS?

A: Police Unity Tour of Florida, Inc., dba Police Unity Tour Chapter VIII

The funds raised and donations to support the National Law Enforcement Officers Memorial Fund and Museum by members of the Police Unity Tour of Florida, dba Police Unity Tour Chapter VIII, a 501(c)(3), are the property and responsibility of the Chapter. Individual members are not responsible for reporting the donations or funds as income.

Therefore:

1. A team or individual may not hold, retain or divert donations raised using the tax-exempt status of PUT Chapter VIII to cover travel, equipment, events, individual reimbursements or any other cost benefiting an individual member or team.
2. Individual travel by vehicle, airline, bus, boat or train is not reimbursable.
3. Lodging, meals, bike parts/tires/shipping/clothing, helmets, supplements and other miscellaneous expenses are not reimbursable nor can donations be diverted to cover these expenses.
4. Funds provided by an individual or corporation for use as noted in 2 and 3 above, are outside the tax-exempt status, therefore, the donations are not tax deductible to the donor and must be reported as income by the individual receiving the funds including equipment, merchandise, etc. on their tax return to the IRS unless the provider identifies the money or material as a gift.

Q: Is there a minimum fundraising goal for each member?

A: Yes \$2,000

- Once you have been accepted as a member of Police Unity Tour Chapter VIII, begin raising funds to meet the minimum \$2,000 required of each member. The *only* Chapter approved online fundraising partner is Frontstream. Set up an online Frontstream Account. Go to Frontstream.com and search for Police Unity Tour of Florida Incorporated. Click on this link and follow the instructions below.
- Click the “Get Started” button
- Personalize the text and the photo on your Online Fundraising Page to express your passions and your purpose.
- Send the link out to your friends, family, colleagues - anyone you think will help you reach your goal.

Q: Are donations refundable or transferrable? Can donations be carried over to future years?

A: NO, all donations processed by the Police Unity Tour are non-refundable and non-transferable even in the event you do not participate and cannot be carried over to future years.

Q: Are there deadlines for fundraising?

A: Yes, Chapter VIII has adopted a graduated schedule of minimum fundraising achievement to ensure there is enough in our operating account to manage all of our obligations (e.g. hotel costs, etc.). The schedule below outlines these deadlines. Failure to meet the incremental goals may result in your loss of membership.

***NEW MEMBERS - \$500 due 60 days from registration date**

January 1 - \$500 due for returning members

March 1 - \$1500 total due for each member

April 1 - \$2000 total due for each member

****Your initial \$100 registration fee counts toward your total.**

Q: Can I use GoFundMe, Facebook, Good Done Great or other 3rd party online services?

A: Third-party fundraising services are either prohibited or strongly discouraged by the Board of Directors due to the fact that they lack direct support for the member or receiving party, funds may take up to 90-days to transfer, and verifying reception of funds by the member to the Chapter may not include fees or other costs that reduce the donated amount. If the Board of Directors decides to permit third-party fundraising the following will apply and prior approval must be granted:

1. The member is solely responsible for the transfer of funds to the Chapter
2. Any disputes with donors or the third-party provider is not the responsibility of the Chapter to be resolved
3. No funds will be credited to the member's spreadsheet account until the funds have been deposited to the Chapter account
4. Notify the Treasurer of the name of the third-party service
5. Provide the schedule of benefit payment (when can donations be expected to arrive)

6. Provide the method of payment (direct deposit or check)
7. Direct deposit needs to be approved by the Chapter in advance of any transfer of funds

Q: How do I receive credit for the donations I receive or the funds I raise?

A: Complete a “Sponsor Receipt Form” with every offline donation.

A member must provide all offline donors with a “Sponsor Receipt” located under the “Members Only” tab, then the “Member Forms, By-Laws and Policies” tab on the website. The document is listed as “Sponsor Receipt”. The member or donor will complete this form and include it with the donation mailed to the Chapter at the address at the bottom of the form. All Frontstream donations are transferred by the Chapter to the official fundraising spreadsheet, located on the Chapter’s website, under the “Members Only” tab, then the “Fundraising Info” tab, then the “Spreadsheet” tab.

Q: Are all donations tallied so I know my total donation amount to-date?

A: Yes.

Located on the Chapter’s website, under the “Members Only” tab, then the “Fundraising Info” tab, then the “Spreadsheet” tab. You will see a roster of all individual and team members’ fundraising totals.

Q: Whom should donation checks be made out to?

A: The Police Unity Tour of Florida, Inc. or Police Unity Tour Chapter VIII

Q: Do we accept cash?

A: Any cash you accept as a donation must be deposited to your personal account and a check mailed to the Chapter. It is OK to combine several cash donations in one personal check. Fill out a member donation form to accompany the check. Make a spreadsheet (handwritten or computer) and keep for your records.

Q: How does a donor get a receipt for a donation?

A: Donations made on Frontstream automatically receive a receipt. Donations of \$250 or more made other than through Frontstream, will receive a printed receipt from the Chapter. Donations under \$250 are not required by law to receive a receipt. However, if a donor requests a receipt, they must be given one. Print your receipts from the Chapter website to honor those requests. Go to the ‘Members Only’ tab, then the “Member Forms, By-Laws and Policies” tab on the website. The document is listed as “Sponsor Receipt”.

Q:

A: What if a donor asks for a W-9 Taxpayer Number and Identification form?

Contact the Treasurer at PUTChap8@gmail.com. Provide the donor’s name or business, address, telephone number and email contact. A completed W-9 will be emailed back to you or the donor if an email contact is provided.

Q: A donor asked for proof of the Chapter tax-exempt status and registration with the State of Florida to collect funds as a charity. Where are those located?

A: This document can be located on the Chapter's website. Go to the "Members Only" tab, then the "Non-profit and tax status" tab, then the "IRS 501 c 3 designation letter" selection. Print and provide to the donor for their records.

Q: Does the Chapter take matching gifts?

A: Yes.

If a member has an employer sponsored gift/donation match program, the member MUST:

1. Notify the Treasurer of the name of the employer or benefactor
2. Provide the name of the matching service provider that the employer or benefactor utilizes (Bank of America Employee Direct, Benevity, Wachovia Foundation, Good Done Great Giving Programs Center, Cybergrant + company name are some examples)
3. Provide the schedule of benefit payment (when can donations be expected to arrive)
4. Provide the method of payment (direct deposit or check)
5. Direct deposit needs to come from one of the providers with which the Chapter is registered

Q: Do donations over certain amounts receive special recognition?

A: Yes

If a member receives a donation of \$1,000 or greater via check or Frontstream, it is the member's responsibility to notify the Second Vice President, Christian Collier by email at christianfster@gmail.com. This is especially important if the donor makes two or more donations that total \$1,000 or more (often fraternal organizations or small businesses handle donations in this manner). The notice to the 2nd VP must include the following:

1. The name, address, email and telephone number of the donor
2. The amount of the donation
3. Contributors of \$1,000 or more will receive recognition via a method determined by the board of directors and distributed to the member who is the recipient of the \$1,000 donation. It is said member's responsibility to ensure contributor receives the special recognition item, for example, a plaque.
4. If the donation exceeds \$10,000, the board of directors will work with the member and the donor for a second level of recognition to be determined
5. Members that do not make this notification may forfeit the recognition benefit

Q: I want to have an event to raise my minimum donation. Is there anything special I need to do?

A: Yes

There are specific rules from the IRS for charities that hold special events. A "fundraiser" (special event, activity, ride, bar night, golf tournament, donut dash, etc.) must be accounted for separately when our tax report is filed. A spreadsheet must be provided to the Treasurer listing separately entry fees, expenses, sponsorships, gross income, in-kind donations to be included with check(s) for the event when they are sent to the Chapter.

All receipts for event/fundraiser expenses must accompany. The Chapter pays for no expenses for the event.

ALERT! If you are considering having a raffle, check the law in the State where you are going to hold the raffle for specific laws, regulations and reporting. The Chapter is NOT responsible for conducting or reporting funds raised by individual members to any State.

Some special events may require certificates of insurance. Contact the Treasurer for information, PUTChap8@gmail.com

UNIFORMS

Below are answers to the most common uniform questions, broken down by the category of member you are, for example: rider, support and motor.

For all riders, the uniform of the day during the ride consists of your Police Unity Tour jersey and black shorts, pants or bibs. Some riders have purchased through a third party approved source, custom Police Unity Tour Chapter VIII bibs and shorts. These are acceptable to wear on Days 1 and 2. **NO OTHER JERSEY IS ACCEPTABLE.** One patch, sewn on the center back pocket of the jersey is acceptable. Helmets are also required which must be certified by ANSI SNELL, CPSC or DOT performance tests and that can protect you against serious head injury. On Day 3 (the day we arrive in DC), all riders must wear the same jersey and black shorts or pants. Day 3 is the critical day when we arrive in DC and join the other chapters for the ride-in ceremony to the memorial wall. The goal is that we present one UNIFIED image, so please be sure to dress according to policy on Day 3. No one will be allowed to wear any special jersey on Day 3. All **NEW** riders will receive one (1) free jersey and one (1) free wind jacket. If you want additional jerseys, you will be given the opportunity to order more and you will be invoiced for these additional jerseys. Some riders choose to wash their one (1) free jersey in the sink each day and let it dry overnight. **PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO UNIFORM ORDERING AS THERE WILL BE DEADLINES!**

For all support team members (except motor support), the uniform consists of the issued blue polo shirt with “Police Unity Tour” in white letters across the back. You are permitted to affix one departmental or organizational patch on the left sleeve only of the polo shirt (this is optional). The patch is the only allowable modification to this shirt. On the first and second days of the ride, you can wear black or navy blue shorts or pants (including blue jeans). On day 3 (the day we arrive in DC), support personnel must wear the new dry-fit style polo shirt and black pants (preferably BDU-type pants). Day 3 is the critical day when we arrive in DC and join the other chapters for the ride-in ceremony. The goal is that we present one UNIFIED image, so please be sure to dress according to policy on Day 3. When packing shoes, please pack something comfortable and practical (no sandals or open toed shoes during the day). All **NEW** support members will receive 3 support shirts for free. If you wish to order additional shirts, you will be given the opportunity to do so. **PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO UNIFORM ORDERING!**

For motor support members, the policy simply says the motorcycle uniform shall consist of the participating officer’s departmental uniform of the day or the Police Unity Tour support shirt and trousers. Motor officers should wear their new dry-fit style polo shirt on Day 3 for the ride-in ceremony. The goal is that we present one UNIFIED image, so please be sure to dress according to policy on day 3. The PUT uniform standards also specify that all motor officers will wear DOT-approved helmet and eye protection. If you are a **NEW** Motor support member, you will receive 1 Support shirt free to wear on day 3 of the tour. **PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO UNIFORM ORDERING!**

HOTEL INFORMATION

The Hotel Team tries their best to insure a comfortable stay during the Tour. The following information will answer your questions about our responsibilities as well as what we need from you. *The hotel rooms used during the Tour (from May 8th to 11th) are for Tour members ONLY. Families/friends are not allowed to accompany you during those dates or share your hotel rooms. However, family and friends can join your room once we arrive at the Hotel in DC.*

Keep an eye out for emails from the Police Unity Tour. You will receive from the Hotel Team Leader a Hotel Questionnaire. This will be emailed to you mid-January. Please fill it out completely! You will have the opportunity to select your roommate and the length of your stay in DC. If you prefer a private room, mark “Single” on the questionnaire and you will be charged for half your room rate. You will be invoiced for this selection. If you select a roommate, please make sure you have discussed this with them so they also select you. The dates for your hotel room while on the tour are May 8th to 14th. The Tour will cover the cost of your room as long as you have a roommate. You can extend your DC stay until the 16th and keep our contracted rate, however, you will be invoiced for your room on the extra days. Anything after the 16th will be booked at a different rate, subject to the hotel’s discretion. Some members have family that will meet them when we arrive in DC. There will be an option to change your roommate to a family member when we arrive in DC. If this is the case, you will be charged for half the room rate just for our DC dates. Again, keep in mind if you requested a Single Room and/or an extended stay in DC, you will receive an invoice, which will be emailed to you the first week of April from the Hotel Team Leader. For your convenience, you can log in to your account on the PUT website and pay this invoice through PayPal. **PLEASE DO NOT CONTACT ANY OF THE HOTELS DIRECTLY.**

You **MUST** arrive on the 8th for mandatory Medical Check-In. There are mandatory meetings starting the morning of the 9th.

On May 8th, you will arrive at the Sheraton Norfolk Waterfront Hotel in Norfolk, VA. This is the **ONLY** hotel you will do self check-in during the Tour. The Hotel will require an ID and a credit card for incidentals. The Tour does **NOT** cover incidentals at any hotel. During Medical Check-In, you will be given your hotel assignment for “Day 1”. On Day 1, the Tour must split into 4 hotels in Tappahannock: Days Inn (DI), Super 8 (S8), Holiday Inn (HI) and Quality Inn (QI). You will also receive 2 luggage tags: a red one and a blue one. Please put the red tag on your “ride” bag. This is the bag you will have with you everyday during the ride. Put the blue tag on your “DC” bag. This bag will contain items you won’t need until we arrive in DC. It will be locked in a trailer and only unloaded once we arrive on Day 3. You will not see this bag again during the tour until we arrive in DC so please make sure anything you need before we arrive in DC is packed in your ride bag.

On May 10th (Day 1) – In the morning, you will load your luggage into 2 different trailers. One for your DC bag and one marked with the initials of your hotel in Tappahannock. When we arrive in Tappahannock, you will find the Hotel Support team member who is handing out keys. Your luggage will already be in your room.

On May 11th (Day 2) – In the morning, you will load your luggage back into the same trailer and we will travel to Fredericksburg. Upon arrival at the Hospitality House, you will find the Hotel Support team member who is handing out keys. Your luggage will already be in your room.

On May 12th (Day 3) – All luggage will be loaded into one trailer to be transported to the Hyatt Crystal City. Upon arrival, come to the 2nd floor of the hotel to the Tidewater Conference room to get your room key from the Hotel Support team. Depending on the availability of the rooms and your specific arrival time, your luggage will be in your room.

If you have any hotel questions, please email hotels@policeunitytourviii.org

MEDICAL INFORMATION

On May 8th, you will arrive at the Sheraton Norfolk Waterfront Hotel in Norfolk, VA. You will be required to do a mandatory Medical Check-In. Should you have any questions, please email , Christian Collier by email at christianfster@gmail.com.

Chapter VIII has an accompanying ALS/Paramedic ambulance that is responsible for the health and many aspects of safety of chapter members. The ambulance is stocked with all standard equipment required in Virginia. Additionally, it carries many over the counter medications that are provided by the Chapter.

Your medical forms are extremely important tools for the Medical Team and serve a couple of purposes. If in extreme emergency you are unable to speak, they have your medical history to relay to the ER. It also gives some insight to the team for signs/symptoms to look for based on your history. Your medical form and any treatment you receive from medical is covered by the Federal HIPAA privacy act. While much treatment given is done in the open, please feel free to request a team member get inside the ambulance with you with the doors closed if you feel you need privacy. An email with a link will be sent out in February requesting medical forms to be completed. If a medical form has not been received prior to your arrival in Portsmouth, you will have to complete it before you will be allowed to check-in. If at that time, there is any history the medical team deems a physician's release, you will not be released to participate until it is received.

Our medical team is experienced with this chapter and has learned many "best practices" to prepare you for your 250-mile bicycle ride:

- The medical team members have been with the chapter for multiple years. Please don't hesitate to ask them questions or show something in question to them. They are well versed in anatomy and exactly what a bicycle saddle can do to you!!
- If you're not from Virginia, come prepared for the weather. There have been years with rain and temperatures in the 40's as well as years in the 90's. Spring is unpredictable here. The joke is "If you don't like Virginia weather, wait 15 minutes, it will change."
- You will arrive in Norfolk to full blown spring with extremely heavy pollen counts. If you take an allergy medicine, MAKE SURE you bring it and restart it approx. 48 hours prior to arrival if you have stopped taking it at home.
- If you're from a dry/arid climate, hydration in Virginia can be a little confusing. With our humidity, if you wait to drink until your mouth is dry you are already dehydrated!

If there is a crash, 1 rider should stay with the down person(s) and DO NOT assist them up. The remainder of the tour will continue. If multiple people/bicycles stop, you are only delaying medical from reaching the person(s) in need.

The medical team's goal and purpose is to keep everyone on their bike as long as possible and for everyone to ride into DC on day 3. With that said, remember each medical team member has the full authority of the Board of Directors for the Chapter. If they direct you to stop and get in the ambulance or SAG vehicle, you must comply.

MEMORIAL BRACELETS

One of the most emotional and honored traditions embodied in our motto is the Memorial Bracelet worn by Police Unity Tour members, honoring and remembering those who have made the ultimate sacrifice. The bracelet is inscribed with the hero's name, agency, and end of watch (E.O.W.) date and worn throughout the ride. It serves to remind all who see it, that a life was sacrificed to protect a community and also of the loss suffered by a family and law enforcement community. It is a powerful source of inspiration to a member to uphold the commitment to ***"Ride For Those Who Died"*** and to summon the courage, outlast the pain and to continue the mission to ride and stand proud at the National Law Enforcement Officers Memorial on May 12th.

The Chapter will provide each member with one bracelet at no charge, to honor a fallen hero. Members can choose to ride for any hero that will be added to the memorial wall in the year of the ride. A list of fallen heroes will be provided to you at a later date. If you have no preference, one of the fallen heroes from the list will be designated to you. More than one member may honor the same fallen hero. You can additionally choose to ride for any fallen hero from a previous year and order a bracelet for that hero as well. There will be an additional charge for this bracelet and you will be invoiced for it. Extra bracelets can be ordered and paid for with our on-line form that will be provided to you. These extra bracelets are \$10 each. There will also be an on-site engraving machine in Portsmouth.

What do I do with the Memorial Bracelet at the conclusion of the Tour?

Every member is encouraged to contact the family of the fallen hero through the fallen hero's agency (contact information on the chapter website or visit ODMP.org) or through your agency if you are riding for one of your own. Let them know you are honoring their loved one by sharing a little about the Police Unity Tour and our Mission. Offer an invitation to meet them at the Memorial Wall to present them with the bracelet(s). Keep in mind that you may not meet the family, not all attend the ceremonies, but you can mail the bracelet(s) with a letter about your experience. Some prefer to create a nice shadow box with the memorial bracelet, name rubbing from the Memorial Wall, Police Unity Tour challenge coin, etc. and mail to the agency to present to the family. Most often times, communication will be directly through the department and understandably so, they will not release any information about the surviving family for the sake of privacy.

Do I need additional bracelets?

Depending on your contact with the Family and Agency, you may learn about children or other family members that would benefit from such a memento. Some members, unable to reach the family, send the bracelet to the agency contact. Survivors have said that the moment of exchange and meeting the member that rode for their loved one, will remain with them forever as a moment of healing. Keep in mind there may be members of other Chapters riding for the same officer, so do not be surprised if they say other Police Unity Tour members have contacted them. Many members elect to keep one bracelet in honor of those for whom they have ridden. You may want to purchase an additional bracelet for yourself to keep as a memento. All bracelets you order can be worn during the ride; therefore, each bracelet is truly a part of the experience.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO BRACELET ORDERING!

MISCELLANEOUS NEW MEMBER INFORMATION

CANDLELIGHT VIGIL INFORMATION

The Candlelight Vigil will take place on May 13th at the National Mall. In years past, the Chapter members have participated as escorts for the survivors. If you would like the opportunity to be an escort, you will be provided with a form to fill out later in the process. We strongly encourage you to be a part of this unbelievable experience. Attire for the Candlelight Vigil (**only if you are participating in the escort**), will be Class A Uniform, (ballistic vest, long sleeve shirt, pants, tie, name plate, badge with mourning band, hat, gun belt, weapon, high gloss shoes) or professional attire for those in “office” or “administrative” positions, for example: suit and tie, appropriate dress equivalent for ladies, neck chain with badge holder, badge and mourning band, including all appropriate accessories. Otherwise, attire can be casual if you are only attending the service.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO THE CANDLE LIGHT VIGIL!

VENDOR TABLE RESERVATIONS – PRE-MANDATORY MEETING

Prior to the mandatory chapter meeting on May 9th, there will be an opportunity for various members and teams to display and sell PUT related merchandise. This is a great opportunity to see all the creative merchandise other members have produced to help them raise money for our chapter. You will be given the opportunity to reserve a table to sell merchandise.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO RESERVING A TABLE!

AIRPORT INFORMATION

For those of you flying in, please make arrangements to fly into Norfolk International (ORF) on May 8th, as this is the nearest airport to Norfolk, VA/our hotel. Reagan International (DCA) is the nearest airport from our hotel for your departing flight. As in years past, we will coordinate picking up members from the airport and transporting you to the hotel in Norfolk, VA. You are responsible for your transportation to Reagan International upon your departure from DC.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO AIRPORT TRANSPORTATION!

SHIPPING ITEMS TO NORFOLK, VA.

For those of you who need to ship your bike to Virginia, we will be providing you with shipment information at a later time. Shipments are to be pre-paid. Shipments arriving COD will not be accepted. Also, we will take your bike box or bike container to DC where you can retrieve it. You will need to arrange to have your bike shipped back home from DC. You can bring your pre-paid, pre-labeled packed bike to the concierge at the hotel in DC for shipment pickup from UPS/Fed Ex. Make sure you take it to them **BEFORE** pick up time. A good rule of thumb is drop off the night before.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO SHIPPING ITEMS!

SUGGESTED PACKING LIST FOR RIDERS (This is only a partial list and a mere suggestion!)

We ask that you pack 2 bags, one is called a RIDE BAG and the other one is strictly your DC bag.

RIDE BAG

Remember RIDE BAG should only include the equipment and items necessary for the trip to DC. Most everyone finds that one change of clothing for the evenings is plenty. Keep in mind the weather is unpredictable on the tour. We could have cold/rainy weather or sunny/hot days. Pack according to your personal preference. The list is merely suggested items and everyone personalizes to their preference.

Bicycle

Helmet

Bike computer

Cycling gloves

Cycling shorts 2 or 3 pair, black

Cycling shoes

Sunglasses

Rain Gear

Shirt base layer

Thermal cycling bibs/pants

Cycling cold weather jacket

Shoe Covers

Thermal Gloves

Balaclava

Water Bottles/Camelback (water/sports drinks will always be available)

*Put your last name on them.

Police Unity Tour Wind Jacket

Police Unity Tour Jersey(s) – mandatory for all 3 days

Arm warmers/sun sleeves

Socks

Glasses – contacts

Vaseline or Chamois Butter

Sunscreen and Lip Screen

Sports Cream/Bengay/Biofreeze

Swimsuit

Bandana, hat or something to cover your helmet head

Any personal snack items (power bars or drink additives) you need to make you feel good

Prescription medicine

Ace bandages or braces you may need

Law enforcement I.D.

Health insurance card

A way to secure your weapon (gun lock, gun case, trigger lock)

Specialty spare bike related accessories you may need

Warm bike apparel

Zip-lock bags

Special laminated signs you may want to attach to your bike with your fallen hero's name/photo

Zip ties
Short
T-shirts/shirts
Tennis shoes or comfortable walking shoes
Under garments
Personal products/deodorant

NOTE: *"If you choose to bring a firearm during the actual ride, you are responsible for properly securing your weapon. The Police Unity Tour Chapter VIII will not assume the responsibility and/or accountability of securing your weapon nor have a way to do so. Most of the hotels we stay in have a lock box to secure your weapon."*

DC BAG

Except for the Candlelight Vigil on May 13th or the National Peace Officers Memorial Service on May 15th, all events are casual attire.

If you are participating in the Candlelight Vigil Escort, please review attire under CANDLELIGHT VIGIL.

IMPORTANT NOTE: In regard to luggage, remember that our Hotel Support Team will be taking your luggage up and down stairs. **DO NOT** overpack your ride bags. If they are too heavy, **YOU** will be responsible for moving your own bags. Please be courteous!

SUPPORT MEMBER INFORMATION

Thank you for your participation in the Police Unity Tour this year. We hope you find it to be an enjoyable experience. For first time Support Team Members, Welcome!

As a support team member, expect to wake up early and finish late. We are the glue that holds the ride together. There are two (2) primary teams on support - the Food Team and the Hotel Team. Remember that every support role is equally important to the success of the tour. Both teams have great leaders that have these functions down to a science. The one thing that will be asked of you is to be flexible. Our success as a team is contingent upon each of you being willing to adapt to changing circumstances. If you are assigned to the Food Team and halfway through the first day you are then asked to switch to the Hotel team, please do so willingly and with a smile.

The question that always comes up: “How much of the ride do we get to see and experience?” We have both Team Leaders that will do whatever they can to provide you with the best experience. You will not get to see a lot of what’s going on because we are in the background making things happen smoothly.

FOOD TEAM - The Food Team preps and puts out snacks and fluids every morning before the ride begins and at every 15-minute break. We also prepare lunch for the some of the lunch stops. Our goal is to get the riders to drink and eat at the stops. They must stay hydrated. We cheer them in and let them know what an awesome job they are doing on the ride. Prior to leaving any of the stops, we are responsible for cleaning up the area. It is important that we leave all areas clean so we can continue to use them in the future. A couple of the stops will have sponsored snacks and drinks already set up for the riders. Our role during these stops is to offer our assistance without stepping on toes.

HOTEL TEAM – The Hotel Team sorts and loads all luggage that will be transported with us during the tour. We magically get the entire luggage to the right place and we check everyone into each hotel daily. We make sure each room has the A/C turned on and is clean and ready. Everyone on the tour appreciates that at the end of a long day, their luggage is already in an ice- cold room. We cheer the riders in at the end of the day and hand out their room keys as they arrive.

You will be asked to complete a Support Team Member form that will simply ask you if you are a law enforcement officer, if you are willing to drive a vehicle or if you have experience pulling a trailer. Don’t forget to bring your Driver’s License with you, as many support team members will be asked to drive a vehicle.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO SIGNING UP FOR OUR SUPPORT TEAM!

MEALS/FOOD PROVISIONS

Over the course of the three-day ride, you will be provided with breakfast, snacks and lunch only. The tour does not provide dinner. The following is a preview of what is provided. Be aware, food is subject to change:

Day 1: Breakfast consists of chicken and biscuit sandwiches from Chick-fil-A, bananas, water, Gatorade and the hotel provides coffee. Lunch is at the Historic Yorktown Beach. The Masonic Lodge sponsors lunch and they provide various deli sandwiches and sides, such as potato/macaroni salad, sandwiches, chips, water, Gatorade and soda.

Day 2: Breakfast consists of a complimentary continental breakfast at your hotel. The tour provides bagels, fruit, water and Gatorade. Lunch is at Bowling Green Fire Department and consists of the infamous PB&J and Subway sandwiches, chips, cookies, water, Gatorade and soda.

Day 3: Breakfast consists of a complimentary continental breakfast provided by Hospitality House. The tour provides water and Gatorade only. Lunch is served at the Mount Vernon District Police Department and is sponsored by Mission BBQ.

Drinks and snacks will also be provided at each rest stop. Various snacks include protein bars, fruit, peanut butter, Slim Jim sticks, cheese sticks, peanuts, sweets and more.

Be advised the tour does not provide dinner. You will find various eateries throughout the cities where we make our final stops for the evenings.

VEHICLES

Would you like to have your vehicle or an agency vehicle be a part of the Police Unity Tour caravan?

We are always in need of marked vehicles. Due to insurance requirements, Police Unity Tour Chapter VIII, will collect vehicle keys at the start of the tour and return them to you upon arrival in DC. Our insurance also requires that we complete a vehicle walk around inspection to document any damage on the vehicle prior to the start of the tour. We will have a form available for this inspection. The responsible party of the vehicle will need to be present for the inspection. We will collect the keys to the vehicle at that time. At the end of the tour, we will complete a final inspection of the vehicle and return the keys to you. With this said, we will not be able to turn the vehicle over to you during the tour. Our support staff relies on the vehicles provided by our members. Note: If you request that your vehicle be used, you will be responsible to fill out the request form completely and accurately. If you drop out prior to the tour, you will be responsible to contact Damen Radcliffe, Transportation Coordinator (757-869-5246), so that we are made aware and can work to replace your vehicle.

PLEASE KEEP AN EYE OUT FOR EMAILS THAT PERTAIN TO VEHICLE REQUEST!

RIDER EXPECTATIONS

Our goal is for every rider to make it safely all 250 miles into the National Law Enforcement Officers Memorial in Washington, DC while also enjoying the ride. Riding 250 plus miles in three days will require you to complete substantial bicycle training. Proper training will also assist the support team, as it will allow them to focus on their responsibilities in an efficient and consistent manner. This in the long run means they are able to take better care of you. Proper training means you have the ability to enjoy the ride in the manner in which it was intended to be.

The safety of our riders is the most important goal of the board of directors. When a rider or group of riders is not properly prepared and attempts to complete this ride, it makes the job of keeping everyone safe more difficult. As those riders struggle to stay with the group, the group begins to stretch out (more and more distance between the lead riders and the back of the pack). As the group stretches, it becomes increasingly difficult for our motor officers to block intersections and keep everyone safe. The more you train, the better prepared you will be, the safer the ride will be for every rider and the more fun you will have during the tour. When you arrive into Portsmouth prepared, you will find this ride to be the most amazing, rather humbling and awe inspiring experience.

Proper training, what is it and how is it done?

Base training can be done on a spin bike or trainer. Training can be accomplished with a group or alone. Training can be done via online videos or through designed training schedules. No matter how you decide to train, within three months of the Police Unity Tour, you should be riding on the road at least twice weekly that exceeds 25 miles. Within 1 month of the Police Unity Tour, you should be riding at least three times per week at distances that exceed 40 miles. If you are a new member, it is recommended you train with an experienced rider or riding group or group of friends, perhaps from a local bike shop and become familiar with riding in a group. While riding with a group, practice removing your water bottles and drinking from them. Ride in areas that have some hills and work on your hill climbing. Also, practice removing items from your jersey pocket and eating, if possible. These activities will make you more comfortable on the bike. Before the tour begins, you should feel comfortable riding with mixed flats and hills at an average pace of 15 MPH. Work on your riding technique and with feeling comfortable handling your bicycle.

It is a good idea to track your training so you can see your progress. You can track your training via numerous cycling apps, however, the “Strava” app is required for qualifying ride submission to your assigned Ride Marshal/Mentor. The “Strava” app is a free app that can be used with numerous cycling computers such as Garmin and Wahoo, as well as Android or iPhone based smartphones.

Nutrition and hydration are important during training as well as while on the Tour. Be aware of maintaining your electrolyte consumption.

To assist you with your training, we have joined forces with Science of Speed out of Tallahassee, Florida. Brady Irwin, owner of Science of Speed, has put together a training schedule specifically designed for the Police Unity Tour Chapter VIII routes (distance, elevation, etc.) as well as the qualifying rides. With this in mind, we have created a Training section on the Police Unity Tour Chapter VIII website. Within that section you will find the Training Schedule, route and elevation

maps for each day from last year's tour, bicycle maintenance tips and equipment. A link to this training plan can be found on the Chapter's webpage under "Members Only" "Rider Training", right column. TrainingPeaks can be found at www.trainingpeaks.com and the Science of Speed can be found out at www.scienceofspeed.org.

Training can also be accomplished on a stationary trainer and by use of numerous online apps such as "Zwift". This is a great way to train during inclement weather.

NOTE: You should train for and be comfortable riding 15-18 MPH. At times, the pace will reach speeds of 20 MPH and sometimes it will be slower. The average pace over the three day ride will be between 15-18 MPH. There are hills, don't forget hill training!

Qualification Rides

As you were made aware during the registration process, all ride members will be required to complete two qualification rides. The qualification rides will be submitted in conjunction with our March 1 and April 1 fundraising deadlines. However, qualifying rides will be accepted anytime after your registration process has been completed.

The first required ride must be completed by March 1 and is a 50-mile ride with a minimum average pace of 15 MPH.

The second required ride must be completed by April and is a 75-mile ride with a minimum average page of 15 MPH.

NOTE: EFFECTIVE SEPTEMBER 19TH, 2019, THE BOARD OF DIRECTORS MADE A DECISION THAT RIDERS WILL NO LONGER HAVE A REQUIRED TIME LIMIT FOR THEIR QUALIFICATION RIDES. THIS IS ON A TRIAL BASIS AND BE AWARE THIS COULD CHANGE NEXT YEAR.

All riders must set up and utilize the "Strava" app. For those using a Garmin or Wahoo, you are also able to upload your ride to Strava once an account has been set up. Once you have established a "Strava" account, it is suggested that you join our "Police Unity Tour Chapter VIII" club page (available to CURRENT Police Unity Tour Chapter VIII members only) on Strava. This a great way for you to connect with other riders, see what other riders are doing and while at the same, time, it allows our Ride Marshals / Mentors to monitor your progress.

Note: when creating a Strava account please utilize a recognizable name so the Police Unity Tour Club administration can verify you as a PUT Chapter VIII member.

Each rider will be required to complete the following process:

- Obtain a Strava account. The link can be found on the Chapter website under "Members Only" "Rider Training", right column or www.strava.com. Strave mobile can be found at www.strava.com/mobile.
- Contact your Ride Marshal/Mentor and advise him/her of your ride handle so they can "follow" you.
- Contact your Ride Marshal/Mentor and let them know you are prepared to attempt your qualifying ride

- Complete your ride and upload it to Strava. No other cycling program will be accepted. Your qualifying ride **MUST** be uploaded to Strava.
- Contact your Ride Marshal/Mentor to let them know your qualifying ride is complete and ready for their review.
- The Ride Marshal/Mentor will review and verify your qualifying ride met qualifying standards (distance, pace) and convey with you if there were any issues with your ride.

EQUIPMENT – In order to participate in the Police Unity Tour you need a bike, right? What type of bike is best? The Police Unity Tour is a 250-mile ride with some serious elevation changes. Therefore, a cruiser style bike or a mountain bike are not practical and Chapter 8 prohibits the use of E-Bikes. The best bike to use is a road bike, not cross bike, but a road bike. While quality of road bikes varies greatly, any of them will serve you well. Above and beyond a road bike, you will need a helmet and eye protection. It would be strongly suggested that you obtain and make use of riding shorts. Riding shorts have a chamois in them that will assist you in surviving the long distances involved in the Police Unity Tour.

RIDE MARSHALS/MENTORS – *All riders* will be assigned to a Ride Marshal. Ride Marshals are assigned to monitor, assist and mentor riders. Ride Marshals are your source of information for the Police Unity Tour. Ride Marshals are there to answer questions about training, fundraising, the ride itself, and any other question you might have about the Police Unity Tour. All riders will be assigned to a Ride Marshal. Ride Marshals will be wearing visible helmet covers (Blue with black stripe). Ride Marshals will be at the front, rear and along the left side of the group. Ride Marshals are there for your safety and assistance. They are experienced Police Unity Tour riders and are official representatives of the Police Unity Tour. They have the authority to enforce rules set forth by the Executive Board and are to be obeyed at all times.

SAFETY POWERPOINT – As we get closer to the Police Unity Tour, the flow of information, along with the anticipation of riding in the Police Unity Tour, will become more frequent. One piece of information you will receive via email, will be a **Rider Safety PowerPoint**. This PowerPoint presentation will discuss some high points of the Police Unity Tour and some points of interest you need to be aware of. The review of the PowerPoint is mandatory for all riders.

Upon arrival in Norfolk, all new riders will be required to attend the “new member” orientation meeting. As part of the meeting we will discuss issues that affect new riders as well as answer questions.

Should you have questions, please contact your assigned Ride Marshal/Mentor, Russell Thompson at tiggrnfudd@charter.net or Griggs Wall at griggs.wall@gmail.com

BICYCLE MAINTENANCE

A professional bike fitting is recommended. It is also highly recommended that all riders have their bicycles professionally tuned and serviced just prior to the Tour. Your bike must be mechanically sound to participate in the tour. Safety for yourself and to other riders is imperative and taking care of your bike is important to minimize any potential issues.

At a minimum, you should have the following checked prior to the start of the tour:

- Bicycle serviced – within 1 month, or at least two weeks prior to tour.
- Tires & tubes removed and inspected.
- Bottom brackets, wheels, brakes, chain rings and shifting mechanism
- Helmet inspected (maximum age – 5 years or replace).
- Bicycle shoes and cleats (if used) inspected.
- Bicycle fit – ensure bike is adjusted professionally to rider.

For your convenience, a bicycle service schedule is listed below.

BIKE MAINTENANCE SCHEDULE

Before Every Ride:

- Check tire air pressure
- Check for tire wear
- Check brakes and cables (fraying)
- Check chain (tight links/wear) Be sure your crank set is tight
- Be sure quick release hubs are tight

After Every Ride:

- Inspect tires for glass, gravel shards, and cuts on tread and sidewall
- Check wheels for true
- Clean the bike's mechanical parts as necessary. Once a week or every 200 miles:
Lubricate chain (with dry lube; or every other week or 400 miles with wet chain lube).

Once a Month:

- Completely clean the bike, including the drivetrain if necessary
- Inspect chain and freewheel. Measure the chain for wear, check for tight links and replace the chain if necessary
- Inspect and lubricate brake levers, derailleurs, all cables, pivot points
- Inspect pedals and lubricate SPD style cleats.
- Inspect tires for wear; rotate or replace if needed.
- Inspect shoe cleats for wear.
- Inspect and check for looseness in the:
 - Stem binder bolt
 - Handlebar binder bolt
 - Seat post binder bolt (or quick release)
 - Seat fixing bolt
 - Crank bolts
 - Chain ring bolts

While you might take care of your bike very well, flats do happen, broken chains happen, shifting issues occur, and we are prepared! Every year, we have bike mechanics that travel with us on the tour. Our mechanics are equipped to handle anything from a flat tire, replacing a chain to replacing a wheel. Our mechanics are very experienced and are riders themselves.

Shipping Bike – If you have access to and/or a part of a team, you may be able to arrange for your bike to be put in a team trailer and have it taken to Portsmouth for you. If you don't, then shipping your bike is next best way to get your bike to Portsmouth. However, you are responsible for making this happen. A great place to start this process is your local bike shop. They should be able to assist you with locating a shipping service. Your bike shop, if necessary, can assist you with disassembling and packing your bike, providing a bike case, generally with a rental fee or perhaps a free discarded bike box. There are several companies that can ship your bike for you, one of which is www.bikeflights.com. If you pack your bike on your own, it is recommended your view proper packing on YouTube. It's important to pack your bike up properly to prevent damaged derailleurs and other issues that may arise.

Rider Packing – Required items include a helmet, eye protection and Police Unity Tour jersey. Suggested items include water bottles, sunscreen, cycling specific shoes, cycling shorts / bibs, cycling specific rain gear, cycling specific base layer, water bottles. Sunscreen and hydration supplies will be available during the tour; however, if you desire a specific drink you will need to bring that with you. Snacks / food will be provided during the tour as well. If you desire a specific nutrition item, you will need to bring that with you. You will also need daily clothes (each day of the tour you will have time to go out and eat dinner), toiletries (tooth paste, tooth brush, hair brush, etc.). If you plan on being a part of the survivor escorts, you will need to bring a Class A uniform or a suit and tie. ***Some of rider packing was included in the “Miscellaneous New Member Information” section.**

Ride:

Day 1 – The sendoff ceremony will be in the courtyard at the back of our hotel and starts promptly at 0700. The ride begins as soon as ceremony is over and will start with the survivor's riding out first. 113 miles and 1900 feet of elevation change.

Day 2 - Hills start late morning and throughout the afternoon. You will experience uphill and downhill terrain. The pace will be established by the lead Ride Marshal so as to maintain the integrity of the group. Nonetheless, be alert, hold your line and communicate. 66 miles and 2300 feet of elevation.

Day 3 - Hills start at the beginning and continue for about the first 40 miles. 64 miles and 3200 feet of elevation.

SAFETY

Helmets less than five years old and eye protection are mandatory and required at all times while riding your bicycle. Helmets must be certified by ANSI SNELL, CPSC or DOT performance tests and that can protect you against serious head injury. Calling out road hazards and notifying your fellow riders of slowing and stopping are critical for everyone's safety.

Due to the critical nature of communication while riding in tight group and the necessity to be able to quickly react to that communication, electronic devices are strictly prohibited (with the exception of ride marshals selected to wear radio ear piece to assist in the pace and escort of the group.)

Do not pass the motor on your left. Under no circumstance, should you ever cross the left line. Motors are coming through very quickly. These type of infractions create safety hazards.

Do not pass the lead ride marshals.

Do not ask that the pace be changed. Tour officials set the pace to ensure rider safety and accommodate cyclists of various skill levels while maintaining unity in the group.

Riders must ride two by two unless otherwise directed. If a rider experiences a mechanical issue, they are to pull off on the right shoulder and wait to be picked up.

Riders who cannot keep up with the group or fall too far behind the back of the group, will be asked to get in the SAG vehicle. This request **MUST** be honored for the safety of all riders. A rider who consistently falls behind will be asked to join the Support Team for that day or for the remainder of the ride. Safety comes first and being a Support Team Member is just as important as being a rider.

***AT THE MANDATORY MEMBER MEETING ON THE 9TH, AN IN DEPTH SAFETY BRIEFING WILL BE CONDUCTED FOR RIDERS.**

USE OF POLICE UNITY TOUR LOGO, SLOGANS AND LIKENESS

The Police Unity Tour has obtained numerous trademark registrations over the years to promote its cause. These trademark registrations include, but are not limited to, its name, slogan, patches and logos. Anyone creating any clothing, merchandise, flyers, vehicle or trailer markings or paraphernalia that includes any mention of the Police Unity Tour or uses any of its logos, slogans, patches or likenesses, must first obtain permission from the Executive Board. To obtain permission, you must submit a color proof of the intended use. This proof must be of the complete item, such as the front and back of t-shirts, coins, glasses, etc. Submission does not constitute or guarantee approval. Forward your proofs to Christian Collier at christianfster@gmail.com.

CODE OF CONDUCT AND USE OF ALCOHOL

As members of the Police Unity Tour, we must realize our greater responsibility to the brotherhood, our profession and what we represent as ambassadors to the National Law Enforcement Officers Memorial. For that reason, as a member of the Police Unity Tour, you will not consume alcohol during the Tour operating hours, nor shall you possess or consume alcohol on/or near the grounds of the National Law Enforcement Officers Memorial or on any of the surrounding streets. The ground of the National Law Enforcement Officers Memorial is sacred and the possession or consumption of alcohol will not be tolerated. Any violation of the aforementioned policy will result in your immediate ejection from the tour.

It is imperative that all members of the Police Unity Tour conduct themselves in a professional and courteous manner while participating in the Tour and adhere to the rules and regulations as set forth by the Police Unity Tour.

Any member who is found to be misbehaving in such a manner to bring disgrace to the Police Unity Tour, disrespecting any member of the Police Unity Tour, disregarding the rules and regulations as set forth by the Police Unity Tour or acting in such a manner as to risk the safe operation of the Police Unity Tour, shall be ejected from the Police Unity Tour.

*While the Board of Directors for the Police Unity Tour Chapter VIII has made every effort to include most, if not all the information to assist you on the tour, there may be some oversight. This is merely a handbook to provide helpful insight to make your experience better.