

HOSTING A BIKE DRIVE



THE MANUAL



BikeDepot

www.thebikedepot.org
info@thebikedepot.org
2825 Fairfax Street Denver, CO 80207
(303) 393-1963



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DEAR FRIEND(S) OF THE BIKE DEPOT,

Thank you for your interest in hosting a bike drive to benefit the Bike Depot. This manual provides information on our organization, steps on how to host a successful bike drive, and answers to some frequently asked questions.

Bike donations are critical to our success, as what we do would not be possible without them.

THANK YOU!



The Bike Depot



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MISSION AND VALUES

The Park Hill Bike Depot supports health and active living by increasing access to bicycles, promoting safe, bike-friendly environments and advocating for policies that promote bicycle access and use.

PROGRAMS

Earn-A-Bike

The Bike Depot offers two Earn-A-Bike Programs for those interested in earning a bike while learning how to fix it. Anyone is eligible who attends and successfully completes a bike maintenance and safety orientation class at The Bike Depot. Participants earn five Depot Dollars for every hour spent volunteering at the Depot, up to \$100 off a used bicycle.

Low income residents of North Park Hill and surrounding neighborhoods that can demonstrate proof of need are eligible to earn a bike, a lock and a helmet by attending and successfully completing a bike maintenance and safety orientation class at The Bike Depot.

Fix-Your-Bike

Fix Your Bike is a program where anyone can come to our shop to utilize our space and tools. We have volunteer mechanics on hand that can help with most bike maintenance and repair questions. We have 5 benches, two wheel truing stations, a tube patching table, and most any other tool for wrenching bikes.

Bike Rodeo

One of our main missions is to create lifelong bicyclists by getting kids riding at an early age. All kids are able to get a refurbished used bicycle by attending one of our Bike Rodeos. This is a hands-on class where kids learn bike safety and proper riding technique or basic maintenance. They are also able to "trade up" as they outgrow their original bike.

Classes

The Bike Depot offers a full curriculum of classes in bicycle repair, bicycle commuting and bicycle touring.

Bike Camp

Bike Camp 2012 will be offered to youth ages 10-14 (Middle School ages) and scholarships will be offered to those in need of financial support. The Bike Camp will be focused on promoting various benefits of bicycling: as a means of transportation, a fun outdoor activity, and as physical exercise. Campers will learn how to get around town safely while going on fun and eventful bike rides. Bike Campers will also learn how to maintain and perform small repairs on their bicycles. Throughout the two weeks, bike camp instructors will lead campers on progressive rides from 2-15 miles in length, stopping along the way for fun activities and Field Trips. The Bike Camp will culminate in an exciting Mountain Biking excursion.



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SETTING UP A SUCCESSFUL BIKE DRIVE

Listed below are some simple tips and suggestions for making the bike drive a success. Feel free to contact the Bike Depot if you have questions.

About 2-3 weeks before the event

Print and hang posters throughout your organization or community announcing the bike drive. (We will provide you with a PDF template to which you can add your own information.)

About 1-2 weeks before the event

Send an initial email to possible donors and participants. Make an announcement in respective newsletters, etc.

Sample email

On [DATE], [ORGANIZATION] and the Bike Depot will host a bike drive from [TIME] at [LOCATION].

The Bike Depot is a nonprofit community bike shop whose mission is to increase use of and access to bicycles, promote safe and bicycle-friendly environments, and advocate for policies that promote bicycle access and use.

If you have a bike you're not using, donate it to the bike drive! All donations are tax deductible.

To learn more about the Bike Depot, visit their website: www.thebikedepot.org.

For questions regarding the bike drive, please contact [CONTACT NAME].

Day before the event

Send out a reminder email.

After the event

Send thank you emails to everyone who participated and include the total number of bikes collected.



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FREQUENTLY ASKED QUESTIONS

What should I do if I am interested in hosting a bike drive at my work, church, school or within my local community?

It's best to first contact the organization or community where you want to host the bike drive to see if they are open and excited about participating. Then, get in touch with The Bike Depot so that we can provide a contact person who will answer your questions and give you the necessary materials.

Where and when should we hold the bike drive?

You can host a bike drive wherever and whenever it will work best for the community or organization. Parking lots where cars can drive up and drop off bikes easily work best.

How long does a bike drive last?

If you are hosting a stand-alone bike drive it's best to allow 2-3 hours- a flexible time frame for those who wish to donate. The drive could be longer if it's part of another event or festival.

Do we need to staff the bike drive?

Yes, we recommend recruiting as many volunteers as you think will be needed to manage the number of people and bikes expected at the event.

How do I promote the bike drive and get people to participate?

Please check out the [SETTING UP A SUCCESSFUL BIKE DRIVE](#) page for more information, and get in touch with your Bike Depot contact for helpful tips and guidance.

What kind of bikes do you need? Do the bikes need to be in working order?

We take all bike donations no matter the condition. When we get donations back to the shop, we assess whether the bikes can be fixed or if the parts will be salvaged.



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FREQUENTLY ASKED QUESTIONS, CONTINUED

Can people donate bicycle parts and accessories?

Yes, we are always in need of used parts to fix donated bicycles. Accessories in working condition are also accepted. The Bike Depot does not accept helmets.

How many bikes do I need to collect?

As many as you can! If you collect 10 or more, we'll give you a coupon for 35% off any purchase in the shop as a sign of our appreciation.

How do we transport the bikes we collect to The Bike Depot?

If the number of bikes collected exceeds your ability to transport them, we'll gladly come and pick them up.

How do we thank donors?

We suggest collecting contact information from donors and other participants and sending a thank you email, including the total number of bikes collected, after the event.

Can we do this every year?

Yes! we encourage bike drives to be annual in order to foster a consistent relationship with donors and to continually raise awareness for our organization. All donations are tax deductible and help us sustain our organization and continue to have a positive impact on the community.

NEED A HAND?

YOUR BIKE DEPOT CONTACT IS:

PHONE: _____

EMAIL: _____