



BIKE WORKS
 BICYCLING • YOUTH • COMMUNITY • EDUCATION • ACCESS • ENVIRONMENT • SOCIAL JUSTICE

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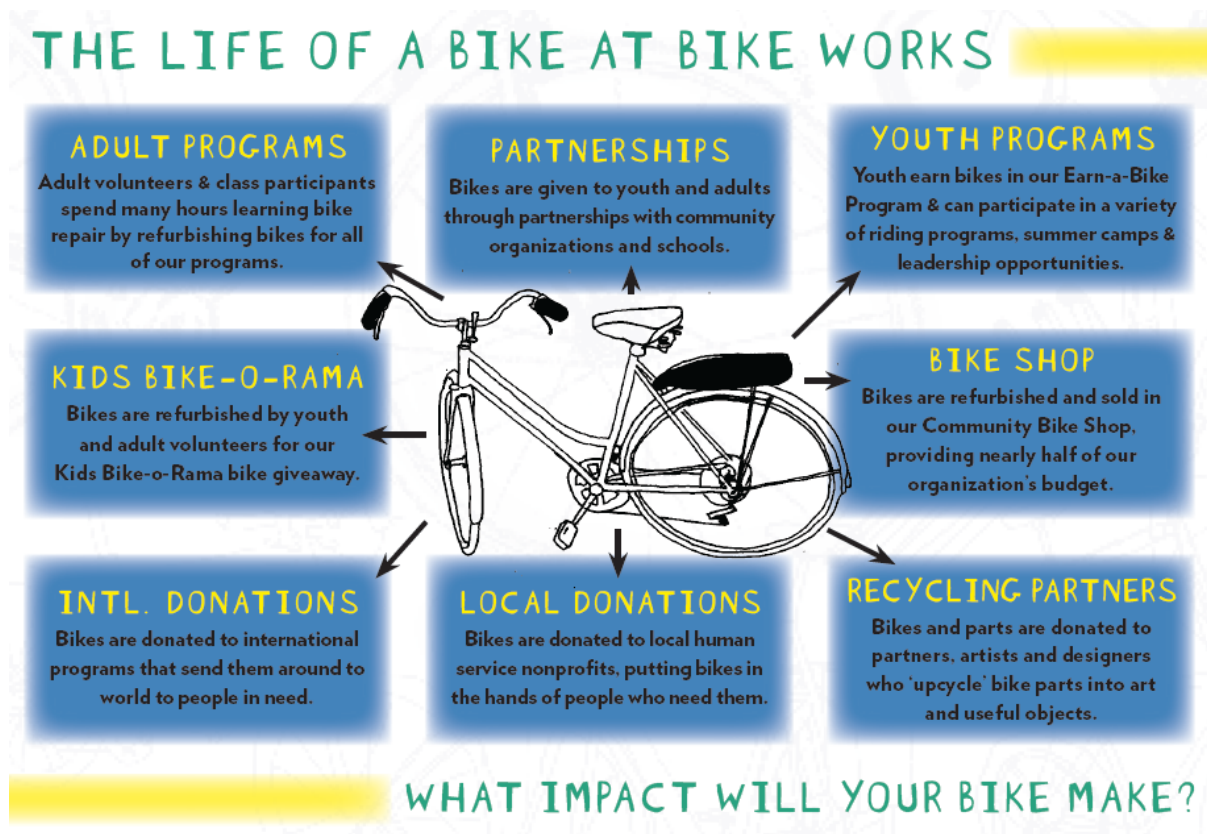
bikeworks.org

Bike Works Bike Drive Guide

Introduction

Bike Drives make it possible for Bike Works to promote the bicycle as a vehicle for change to empower youth and build resilient communities.

In 2016, we collected over 7,000 bicycles that we were able to refurbish for use in our innovative Earn-a-Bike programs or for sale in our shop, with proceeds benefiting all of our programs.



We harvested parts from the unusable bikes and responsibly recycled the remaining bicycles, or up-cycled them through donations to artists. Overall we diverted bikes and bike parts totaling over 264,000 lbs. of material was diverted from the waste stream

Organizing a Bike Drive

Bike Works is always in the need of bikes in good condition. Particularly we are always in need of the following types for youth to earn in our Earn-a-Bike program.

- 20 inch wheel BMX style bikes
- 24 and 26 inch wheel Mountain Bikes
- Road bikes of any size, but especially smaller sized road bikes

Putting together a successful Bike Drive on behalf of Bike Works is straightforward and fun, especially if you follow these steps:

1. **Plan the event;**
2. **Perform outreach to the community;**
3. **Accept donations on the day of the collection;**
4. **Transport bicycle donations to Bike Works.**

1.) Plan the Event

a) Timing: Experience shows that a 3 to 4-hour, one-day weekend collection, generally between March and November, is the most effective and enjoyable due to the weather. But Bike Works accepts bike donations year round and November to March is our slower season, so we will welcome your Bike Collection donations at any time of the year.

b) Location: The best sites are centrally located, highly visible and associated with a reputable institution. We recommend that you base your Bike Drive collection location around a school, local business, place of worship or community center. This way, you can do outreach to an established group that attends or visits the location.

c) Tools and Supplies:

- We can provide:
 - signage to place at the collection site in advance;
 - Bike Donation Forms and volunteer sign-in sheets;
 - tax deductible receipts; program info, stickers and other organizational information
 - Potentially raffle items for your bike donors (Helmets, water bottles, t-shirts, gift certificates etc)
- You provide:
 - Chairs
 - a table
 - and a pop-up tent or tarp in case of rain

d) Incentivize: Offer the public a variety of ways to support your event. Solicit coupons for donors from a local business. Make the event feel like a party, with food and music if possible, and encourage financial donations for those who do not have a used bicycle.

e) Volunteers: You will want to recruit several volunteers to assist with receiving, processing and transporting donations. Also try to find a volunteer or two that has access to a truck and/or trailer, so that you can transport the bicycles after the event.

f) General Preparation: Be sure to get to your site at least an hour before the collection start time to post signs, set up the table and to organize the volunteers.

2.) Publicize the Event

- The number of bikes received depends on how well you publicize your Bike Drive.
- Bike Works can help provide logos and other information to help you craft publicity.
- Contact local press, places of worship, and community centers. Publicize broadly with door-to-door flyers, announcements in schools, online posts, email blasts and in-store advertisements at local businesses.
- Let the potential donors know that Bike Works accepts all bikes, bike parts and bike accessories, but we are especially in need of bikes in good condition, particularly these types of bikes:
 - 20 inched wheel BMX style bikes
 - 24 and 26 inched wheel Mountain Bikes
 - Road bikes of any size, but especially smaller sized road bikes.

3.) Accept Donations on the Day of the Collection

This is the fun part, when you get to see the connections you have created in your community and see all your efforts pay off. We accept all bicycles, bike parts, and bike accessories - but aim for bicycles in good condition.

Make sure to:

- Thank the donor!
- Help unload the bicycles from their vehicle.
- Have the donor fill out the bike donation form. This information helps us follow up with donors and thank them for their support.
- Request a \$5 donation. We suggest that every bicycle donation be accompanied by a \$5 donation to support the time we put into processing and transporting. We use this donation to help us support all the effort that goes into refurbishing bikes for our programs and our bike shop. It also allows us to accept all bike donations, no matter what the condition, so that we can refurbish, re-use, or recycle every part that we possibly can of each donated bicycle. This process takes a tremendous amount of effort by our staff and volunteers. Most collections meet this goal, if the \$5 suggested donation has been clearly explained in publicity.
- Offer a donation receipt. Bike Works is an IRS 501 (c) 3 tax exempt organization and we are eligible to receive tax-deductible donations.
 - Write the date, donor name, whether they offered a processing donation, and a description of the bicycles.
 - Tell them that all donations are tax deductible and that our tax-ID number is at the bottom of the receipt. Donors must set the value of their donation.
- Thank the donor again!

4.) Transporting Bicycle Donations

- Loading Bikes for transport- Receiving a large number of bicycles can make transportation challenging, but it is the best kind of problem to have at a collection! You can follow the steps below to help you easily and efficiently pack many bikes into trucks and trailers.

STEP 1 Load bikes into trucks and trailers, alternating front to back

STEP 2 Load larger bikes first, stacking smaller ones on top

- Transport bicycles to Bike Works. Renting a U-haul truck or identifying people with pickup trucks to help works great. By coordinating the transport yourself, you help our staff devote more time to building innovative programs and refurbishing bicycles. Our community Bike Shop is located at 3709 S. Ferdinand St Seattle, WA 98118 and our warehouse is at 3715 Hudson St. lower level Seattle WA 98118 one block away.
- Let us know when you are coming to drop off the bikes and we will meet you to help unload. The warehouse location is usually the best location for dropping off the bikes and we will confirm that with you when you contact us.
- If it is not possible for you to transport the bikes- let's talk. We may be able to assist with this step.

Questions? Email director@bikeworks.org or call 206-695-2607. Thank you for supporting Bike Works!

