



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

Bike Works Classrooms & Offices
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Community Bike Shop
 3709 S Ferdinand St
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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.

We collect 7,000 to 8,000 bicycles annually to refurbish for use in our programs, sell in our shop, or give away to members of our community who do not have access to a bike. The following graphic outlines some of the places bike donations may end up:

THE LIFE OF A BIKE AT BIKE WORKS

BIKE SHOP
 We sell refurbished bikes in our community bike shop, providing about one-third of our organization's budget.

ADULT PROGRAMS
 Adult volunteers and class participants spend many hours learning bike repair by refurbishing bikes to be given away to members of our community.

Bikes-for-All!
 We give away free bikes and helmets to youth, adults, and families with financial need.

YOUTH PROGRAMS
 Youth in our Earn-a-Bike Program repair a bike to keep and can participate in a variety of riding programs, summer camps, and leadership opportunities.

WHERE WILL YOUR BIKE GO?

PARTNERSHIPS
 We give bikes to youth through partnerships with community organizations & schools

LOCAL DONATIONS
 We donate bikes to local nonprofits, putting bikes in the hands of people who need them.

INTERNATIONAL DONATIONS
 We donate bikes to international programs that send them to people around the world.

RECYCLING PARTNERS
 We give bikes and parts to partners, artists and designers who 'upcycle' bike parts into art and useful objects.

We harvest parts from unusable bikes and responsibly recycle the ones we can't use. Overall, we divert bikes and bike parts totaling over 250,000 pounds from the waste stream every year.

Organizing a Bike Drive

Bike Works is always in the need of bikes in good condition of all kinds. However, we particularly need the following types for youth and adults in our Bikes-for-All! giveaway program:

- 24- and 26-inch wheel mountain bikes
- Road bikes of any size, especially smaller-sized road bikes

Putting together a successful bike drive is a fun service project, 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 collection is the most effective use of your time. Please think about when your community will be most receptive to a bike drive: spring cleaning? As part of a scheduled event or service day? You know best! *Having a few dates in mind will help us schedule the bike delivery on a day when Bike Works staff will be available to help unload and process the donations.*

b) Location: The best sites are centrally located, highly visible and have plenty of space for unloading and storing bikes until they're delivered to Bike Works. 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 advertise the drive in advance;
- bike donation forms for people who want a record of their donation, a tax receipt, and/or a thank-you for their donation;
- program info; stickers; and other organizational information.

You provide:

- chairs
- a table
- a pop-up tent or tarp for rain and sun protection
- person-power (2-4 people to staff the event and help deliver the bikes)

d) Volunteers: You may want to recruit several volunteers to assist with receiving, processing and transporting donations. 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.

e) 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 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, a poster template, and other information to help promote
- Contact local press and community networks. Publicize broadly with door-to-door flyers, announcements in schools, online posts, email blasts, and in-store advertisements at local businesses.
- Let potential bike donors know that Bike Works accepts all bikes, bike parts, bike racks, and bike accessories, but we are especially in need of bikes in good condition, particularly these types of bikes:
 - 20-inch wheel BMX-style bikes
 - 24- and 26-inch wheel mountain bikes
 - Road bikes of any size, especially smaller 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, bike racks, and bike accessories, but aim for bicycles in good condition.

- If you have the capacity, please rotate the handlebars of the bikes you collect so that they are parallel with the frame. This makes stacking bikes much easier (we call this "tucking and turning.") This can often be done by loosening a bolt at the top of the headset with an Allen wrench; sometimes if you hold the front wheel steady, you can turn the handlebars with no tools. Doing this might also be the difference between one trip over in your vehicle and two! Here is a wikihow article that covers turning handlebars for storage (method 1): <https://www.wikihow.com/Turn-Bike-Handlebars-Sideways>.

If there are weird bikes with weird parts that don't follow these rules (there always are!) you can skip turning them.

Make sure to:

- Thank the donor!
- Help unload the bicycles from their vehicle.
- **Have the donor fill out the bike donation form on our website:** <https://bikeworks.org/donate/used-bicycle/>

This information helps us follow up with donors and thank them for their support.

- Request an add-on donation. We suggest that every bicycle donation be accompanied by a \$5 donation to support the time we put into processing bike donations. This process takes a tremendous amount of effort by our staff and volunteers, and costs Bike Works money to dispose of unusable parts responsibly. Most collections meet this goal, if the \$5 suggested donation has been clearly explained in publicity.
- Thank the donor again!

4.) Transporting Bicycle Donations

- 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 (see the note above about "tucking and turning" by loosening the stem bolt and rotating the handlebars to be parallel with the frame).

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

- Transport bicycles to the Bike Works warehouse: 3715 Hudson St. #111 Seattle WA 98118. It's one block south of our bike shop, and accessed by a driveway on the west side of the Hudson Building.
- Renting a U-haul truck or identifying people with pickup trucks to help. By coordinating the transport yourself, you help our staff devote more time to building innovative programs and refurbishing bicycles.
- Please schedule the drop-off in advance so we can help unload by calling the Recycle & Reuse Team: [206.257.5895](tel:206.257.5895).

Questions? Email [email our Recycle & Reuse Operations Manager](#) or call [206.257.5895](tel:206.257.5895). Thank you for supporting Bike Works!

