

Helpful hints:

[Adapted from a list prepared by [Bikes Not Bombs](#) Volunteers]

- Schedule carefully: Often one full day drives as opposed to two days over a weekend are easier logistically for volunteers. That way you do need to move the collected bikes to many times. Consider scheduling it so that people can drop off their unsold bicycles after their Yard Sales are over.
- Advertise! Put up posters at schools in town/city, flyers on the high school students cars parked at the school, local newspapers (don't forget the free ones you get in the mailbox), your town/city's website or Calendar of Events, your school's website, painted signs around the town/city, posters at the library, community center, and convenience stores.
- Location: Have the bike drive in a spot that is easy to find and easy to get to, not a private residence. When providing information about the drive, be sure to offer information about how easy it is to get to the drive: 'Near the Post Office, Next to the softball field, or Across the street from the library'. You get the idea.
- Self Care: Have restrooms around that are public, or that the owner has given you permission to use BEFORE the day you show up for the bike drive.
 - Wear a hat and layers of clothes, as the day goes on it might get hotter or the clouds might block out the warmth of the sun. If it's overcast bring a raincoat just in case. More importantly don't forget the sunscreen.
 - Pack something to drink so you don't dehydrate. Snacks are a good idea, too.
 - Setting up: Once you get there clean the area of trash and debris. That will help you look official. A box that won't blow away would make a nice trash receptacle. You may need a table and cooler. Pick up after yourself at the end of the drive.
- Greet People: Approach people with a clear greeting. "Hi, did you have any trouble finding us?", "How did you hear about us?", "Do you want to know more about Bikes Works?" You'll see a smile spread across their face.
- Offer Help: Not many people wanted help removing the bicycles out of their cars, but we were right next to them in case they needed a hand to untwist a handlebar stuck on a seatbelt (etc). Be right there to offer help or catch something falling. Nobody wants to scratch their car, so help them.
- Accepting Donated Bikes: You don't need to worry about rejecting any donated bicycles. Bike Works can make sure that the unusable bicycles are recycled.
- Suggesting a financial donation: While it can sometimes feel awkward to ask for a financial donation along with the donation of each bicycle, these contributions are incredibly helpful to offset the costs of transporting, evaluating and storing bikes. We request a bike processing donation of \$5 with every donation of a bike. We suggest using a plastic donation jar with a small opening at the top – the empty water jugs from the grocery store are ideal. It is important to have one

person who is in charge of staying with the jar and keeps in an obvious spot with signage about what it is for.

- Providing a Receipt: Bike Works has donation receipts that we are happy to provide – just be in touch!
- Thank them, thank them, THANK THEM! They just dug their bicycle out of the cellar, garage, out from under the porch or even from the attic, put it in their car and drove to the bicycle drive to do a kind act. That deserves a few “thank you’s”. (They’re free, spread them around liberally.) If there are wide-eyed children in the car, thank them “for doing a good deed”, they’ll squirm with delight. Their parents seemed to appreciate it. They probably talked about it on the way over. Spread the wonder around.
- Organization: Keep the bicycles in an organized fashion. Nobody should be tripping over the bicycles.
- Prepping the Bikes for Storage & Tools: Ideally all bikes would have their pedals removed and attached to the bike frame with either a piece of wire or a zip tie, and their handle bars turned to the side so that the bikes are easily staked against one another for transport and storage. Having some allen keys and some pedal wrenches on hand would be ideal.