

BikeAthens Bicycle Recycling Program

2007 Program Outline

Program Mission Statement:

- To demonstrate that bicycles are a viable form of transportation and that facilities for such should be funded at a level equivalent to other forms of transportation.
- To provide a means whereby the economically disadvantaged or underprivileged can commute to work and thereby become integrated into the community.
- To provide safe and reliable transportation to individuals who have affirmed that they live below the poverty line and cannot therefore afford the expense of owning and operating a personal motor vehicle.
- To provide a program wherein volunteers and participants can advance their bicycle repair and maintenance skills.
- To fund program expenses through donations, grants, sale of bicycles and fees for services.

Program Goals – 2007:

- Obtain, repair and deliver 50 recycled bicycles in 2007 to needy adults.
- Obtain, repair and deliver 18 completely restored kids and youth bicycles in time for Christmas donation.
- Implement a system for tracking bicycles received.
- Increase volunteer support:
 - Recruit and retain knowledgeable mechanics to serve as master mechanics
 - Provide additional work sessions and other opportunities for volunteers
 - Recruit volunteers from student and fraternity/sorority service organizations
- Increase program funding by soliciting sponsorships and donations from:
 - private donors
 - local, state and federal government
 - state and national NGOs
- Enhance work facility so that it contains:
 - Five fully equipped general workstations
 - Additional storage for bicycles and parts
 - Computer and desk to maintain program statistics
- Reduce program cost per bicycle to < \$50 by:
 - Obtaining in-kind donations of lights and locks from manufacturer
 - Soliciting in-kind donations from local bicycle shops and regional distributors
 - Being more selective about bicycles accepted for repair
- Restore and auction donated 'classic' bicycles. The money raised from the auction of these bicycles will be used to offset program expenses.
- Provide bicycle registration service with National Bike Registry. Fees for registration service will offset program expenses.
- Consolidate bicycle repair training materials into a bound booklet available for a fee or downloadable from the BikeAthens website.
- Conduct bicycle repair workshops:
 - A fee for service workshop intended for adults.
 - A workshop for participants at Camp Summer Spree

- A after school workshop funded by an external source.

Personnel:

All personnel on the project are volunteer. This includes:

- Coordinator
 - Establish and monitor program goals and budget
 - Establish and maintain relationship with donor and recipient organizations/businesses.
 - Manage volunteers & interns
- Mechanic(s)
 - Cyclist (Novice)
 - Skills: I ride occasionally. I know which end of which type of screwdriver to use.
 - Tasks: Clean bicycles, fix flats, install lights and reflectors.
 - Apprentice (Intermediate)
 - Skills: I ride a bike regularly. I sometimes repair my bike and it works ok. I can fix other things such as a car, house, computer, motorcycle, etc.
 - Tasks: Salvage parts, install kick stands, seats and handle bars. Replace cables.
 - Hammerhead (Advanced)
 - Skills: I ride all the time. I only take my bike to the shop for tough repairs.
 - Tasks: Repack bearings, adjust brakes and derailleur. Provide guidance to other mechanics.
 - Master Mechanic
 - Skills: I own a handful of bikes. I can build my own bike from scratch.
 - Tasks: Install salvaged parts on a bicycle, triage donated bicycles, true wheels, oversee repair and certification of bicycles, manage the work of all other mechanics, establish and supervise work sessions.
- Clerk
 - Skills: personally organized, can commit 1-2 hours every week, basic computer skills
 - Tasks: Maintain inventory of bicycles, entering new bicycles into system as they arrive. Track volunteer hours, send e-mail announcements to volunteers. Maintain parts and supplies inventory, including ordering of parts.
- E-clerk
 - Skills: personally organized, can commit 1-3 hours every month, advanced computer skills.
 - Tasks: Post and monitor auction of bicycles to e-bay (or other appropriate auction venue), arrange for receipt of payment and delivery of bicycle. Update database applications used in program as necessary.
- Driver
 - Skills: Independently responsible, owns a truck or large car, can commit 2-5 hours a month.
 - Tasks: Pickup and deliver bicycles, pickup previously ordered parts. All expenses will be either pre-paid or reimbursed.
- Scrounger
 - Skills: Basic wood working and electrical skills, can commit 2-5 hours a month.
 - Tasks: Build/secure work benches, maintain and improve work facility.

Intern(s):

National Bike Registration Project

- Skills:
 - Familiar with volunteer program establishment methodologies.
 - Familiar with the process of working with government agencies.
- Tasks:
 - Establish agreements with non-profit organizations, ACC Police Department and local retailers to provide a bike registration program.
- Project Deliverables:
 - Letters of agreement between constituent organizations to enable bicycle registration.
 - Process documentation on how to run the program.
 - Press releases and related publicity material.

Time Estimate

Task	Hours per Unit	# Units	Total Hours
bike repair	7 / bicycle	68 bicycles	476
master mechanic	5 / week	45 weeks	225
administrator	2 / week	45 weeks	90
driver	5 / month	12 months	60
scrounger	5 / month	12 months	60
e-clerk	1 / week	45 weeks	45
clerk	1 / week	45 weeks	45
Total			1001

Expense Estimate

<u>Ride Home</u>			
helmet	8		
lights and lock	25		
parts	22		
total variable cost	55	50	2750
rent	225	10	2250
			5000
<u>Holiday Bikes for Kids</u>			
helmet	8		
parts	22		
total variable cost	30	18	540
rent	225	2	450
			990
<u>Camp Summer Spree</u>			
helmet	8	10	80
parts	20	10	200
tools	20	10	200
			480
TOTAL			6470