

BikeAthens Bike Recycling Program

2006 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 can advance their bicycle repair and maintenance skills.
- To fund program expenses through donations, grants, sale of bicycles and fees for services.

Program Goals – 2006:

- Obtain, repair and deliver 50 recycled bicycles in 2006 to needy adults.
- Obtain, repair and deliver 12 completely restored kids and youth bicycles in time for Christmas donation.
- Acquire a permanent facility to house the Bike Recycling program. Facility requirements include:
 - securable against theft, vandalism or damage to bicycles and equipment/tools
 - access to electric and water/sewage utilities
 - centrally located within Athens Clarke County
- Increase volunteer support:
 - Recruit and retain knowledgeable mechanics to serve as master mechanics
 - Provide additional reminders to volunteers of available opportunities
 - Recruit volunteers from student and fraternity/sorority service organizations
- Solicit funding from:
 - private donors
 - local, state and federal government
 - state and national NGOs
- Enhance work facility by constructing or acquiring:
 - one additional work stand
 - a sturdy workbench with vice and truing stand
 - additional storage for bicycles and parts
- Reduce program cost per bicycle to < \$45 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. Profits from registration service will offset program expenses.
- Conduct bicycle repair workshop. Fees from workshop will offset program expenses.
- Obtain Intern to survey stake holders.

Time Estimate:

Task	Hours per Unit	Units	Total Hours
bike repair	5 / bicycle	62 bicycles	310
master mechanic	5 / week	45 weeks	225
administrator	5 / week	45 weeks	225
driver	5 / month	12 months	60
scrounger	5 / month	12 months	60
e-clerk	2 / week	45 weeks	90
clerk	2 / week	45 weeks	90
Total			1060

Financial Estimate: (assumes net expense of \$45 / bicycle)

Item	\$ per Unit	Units	Total \$
bike sale/auction	200 / bicycle	5 bicycles	1000
parts and supplies	32 / bicycle	62 bicycles	(1984)
rent	150	12 months	(1800)
Net (loss)			(2784)
Net cost per bicycle			44.90

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 derailleurs. 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)
 - Skills: familiar with volunteer program evaluation methodologies, familiar with the process to create, implement and analyze a survey.
 - Tasks: Create and implement a comprehensive program evaluation. The evaluation will survey bicycle donors, volunteers, and repaired bicycle recipients. It will examine program effectiveness by correlating program budget, volunteer effort and the surveys. Evaluation deliverables will include:
 - Program description
 - Explanation of methods
 - Demographic description of donors, volunteers and recipients
 - Listing of program successes and areas for improvement
 - Graphical summary of volunteer effort vs. impact upon clients