

EVENT / ACTIVITY: Bike Rodeo at Salter's Point School (please refer to Continuity Book for specifics)

POC:

CONTACT INFO:

Phone

Email

WHEN OCCURS: Spring, Usually first Saturday in May

MANPOWER NEEDED AND TIME COMMITMENT:

- Prior to the Event – 29 hours for POC and assistant for tasks below
 - Schedule Salter Point School Parking Lot for use (1-2 mos. Prior)
 - Coordinate with Town Administrator for ad in Town News and info posting on Town Reader Boards (1-2 mos. prior)
 - Prep and distribution of participation flyers and permission
 - Bike Donation collection, if available
 - Schedule Bike Inspection and Tune Up “guy” – Greg Alderette
 - Coordination with Police Department and Public Works
 - Bike Helmets, purchase as needed
 - Snacks for event – buy and prepare
- Day of Event – 13 volunteers (9 Kiwanians, 4 Key Club members) for 2.5- 3 hours

PROCEDURES:

PreEvent

- Submit formal request for Salter's Parking Lot use via online scheduling tool. The school phone number is 253-983-2600 for assistance with online scheduling.
- Prep and distribute of participation flyers and permission slips
 - District Office POC will assist with approval process for the flyers/permission slips. Use template from past rodeos in Continuity Book. Once, flyer/permission slip is approved by the district, this is printed on half sheets to save on printing costs which is done by the POC. The district should provide the number of students in Chloe Clark, Cherrydale, Anderson Island and Salters Point schools for the required number of slips. The POC then gets the correct amount of forms printed. Save receipt for reimbursement by Kiwanis. The district POC should also provide information about each school's POC and when to deliver of the slips for insertion into student folders
- Contact Police Chief to make him aware of event. He may attend to take pictures with the police cruiser and to sign completed Bike Safety Certificates. Be sure to have plenty of blank event certificates on parchment paper.

- Contact Public Works dept to borrow 25-30 orange cones to be picked up 1-2 days before the event. Need volunteer with truck for this (Mike Kirkpatrick usually does this)
- Bike Donation – Need storage if donated.
- Bike Inspection and tune up. This is done by Greg Alderette. He is the man with the knowledge and the bike tools and is key to this event. His schedule determines the date of the event.
- Bike Helmets – Can be purchased from West Pierce Fire Dept. Mike Kirkpatrick has the FD POC info. We usually have ?# on hand to give away.
- Snacks for event – Buy and prep combo of apples, bananas, water, cookies and ice. Keep water cool in ice chest. Cost kept below \$150. Keep receipts for reimbursement.

Day of Event

Have on hand

3 tables and sawhorses for signs. Possibly a few chairs.

Traffic cones and chalk to mark out stations. Continuity Book and station instructions

Bike Helmets and any donated bikes

Extra permission slips, safety brochures, trail maps and course certificates. Volunteer Sign in sheet

Prepared snacks and ice chest for water

- Have 1-2 volunteers arrive 45 minutes before the event to unload and place signs affixed to sawhorses. Set up table with registration and collection of permission slips. Have blank slips available if kids show up without the one sent through the school. Have second table with snacks. Place supply of safety handouts and trail maps on snack table for parents to take.
- Set up table and station for Greg Alderette for bike inspections and tuning.
- Have second wave of volunteers show 30 minutes before event. Assign stations and tasks. Use traffic cones and sidewalk chalk to use guidelines in the Continuity Book for setting up and running individual stations. Post 1-2 volunteers per station and review site duties. Use sidewalk chalk to draw out stations in the parking lot.
- Once event is concluded, collect all items and return to proper owner.
- Submit receipts for printing and snacks to Kiwanis club treasurer. Send volunteer list and hours to club secretary.
- Prepare After Action report for club President and place copy in the Continuity Book.