

Host Organization Guidelines

Dear Host Organization:

Listed below are the steps that Wheels for Winners, the host organization, and the parent/guardian will each take to ensure that the Earn-a-Bike program runs smoothly.

The host organization (neighborhood center or social service organization) will:

1. Sponsor community service or self-improvement activities, and establish “earn-a-bike” guidelines for the children. “Wheels” requires that the children perform 15 hours of service or activities to earn their bikes, helmets, locks, and licensing.
2. Distribute Parent/Guardian Guidelines and Liability Waiver and Photo/Video Consent forms, to be read and completed by each child’s parent or guardian.
3. Supervise the children in their activities, and determine when each child has completed their “earn-a-bike” service or activities.
4. Return completed Parent/Guardian Liability Waiver and Photo/Video Consent forms and a List of Participants to Wheels for Winners.
5. Contact Safety Educator Steve Meiers (267-1102) and arrange for him to conduct a City of Madison Bicycle Safety Training session with the children.
6. Contact Wheels for Winners to arrange a time for the children to come to the “Wheels” shop to select their bicycles, helmets, and locks.
7. Provide the children with transportation to the “Wheels” shop on bike selection day.

(Note: the safety training and bike selection can be scheduled as the children near the completion of their service or activities.)

Wheels for Winners will:

1. Welcome the children and host organization representatives into the “Wheels” shop at an appointed time to select bicycles, helmets, and locks.
2. As Wheels for Winners volunteers are available deliver bicycles to the host organization when the children’s service is completed.
3. Register the children’s bikes with the City of Madison.

The parent or guardian will:

1. Make sure their child meets the host organization’s “earn-a-bike” guidelines.
2. Fill out the Liability Waiver and Photo/Video consent form and return it to the host organization *before* their child completes their service or activities. *Bicycles will not be awarded unless this form is completed and returned.*
3. Make sure their child attends the Bicycle Safety Training session.