

How to Create & Host a School Bike Rodeo

Adapted from checklist provided by the West Woodland Bike to School Team

Six weeks ahead:

- Coordinate date with principal and Bike to school team – For example, West Woodland schedules theirs for a Sunday afternoon in early May, 1-4 PM; Bryant holds theirs as part of a bike-to-school kick event the first Friday of Bike to School Month.
Request custodial help for that day for access to power, bathrooms, tables and chairs, etc.
- Determine costs/budget – is there grant money? Will principal donate the custodian's time? Costs are relatively low: prizes, refreshments, custodian time, copying
- Plan scope of rodeo – size, number and type of obstacles and other events. Determine where obstacles will come from. Some schools build their own and reuse them each year. Other schools obtain rodeo fixtures from Cascade Bike Club.
- If developing own obstacles, schedule work party to build them.
- If using Cascade materials, request those (along with low-cost bike helmets if you are interested). Some schools have had luck with Cascade providing a bike ambassador to help with helmet fitting and the rodeo.
- Decide whether bike rodeo will include extra programming (such as informal bike swap, parent-run tune-up station and/or "urban rides" for older kids led by experienced bike volunteers or Cascade staff. Another possibility is a "bike library" for people to try other bikes?

Starting four weeks ahead:

- Promote rodeo in school newsletter, post on website, create and post posters at school, announce in classrooms, ask office to do an automatic reminder call.
- Recruit volunteers to help with setup, registration, helmet fitting, bike tuning, rodeo stations, cleanup, photographer, etc. Recruit from past volunteers, biking families or acquaintances, by sending emails to all classroom reps, parents on general and environmental volunteer lists.
- Promote and look for volunteers through local high school environmental club, or high school service learning coordinator, etc.
- Request donation of refreshments from a local market or other food vendor.
- Buy or get donations for prizes from bike stores, pizza places, local businesses, etc. Small prizes (stickers, patch kits, etc) are given for completing the stations; larger prizes (blinking lights in recent years) for 8-10 kids who win the raffle (names drawn from those who complete the rodeo stations).
- As needed, source bike repair stand(s); rain canopy(ies), coaster/Skuut type bike for small riders, etc..

One week ahead:

- Gather supplies: tape, paper, chalk, string, registration, volunteer and station forms – make more copies of forms if needed.
- Inventory existing Bike Rodeo supplies (if any). PTA may be a source of prizes. Secure first aid kit and other supplies (from PTA at West Woodland) to use at the event.
- Create a half sheet notice promoting the event and send it home in kidmail the week before the event.
- Coordinate with custodial staff for day-of logistics
- Gather refreshments: often bananas, oranges, breadsticks, lemonade mix (use big servers in PTA closet)
- Pick up materials from Cascade or other suppliers.
- Make sure you have a bike pump!

Day of:

- Lay out/chalk stations
- Set out tables and chairs for registration, helmet fitting, bike tuning set out office supplies, cards to fill out, sign in sheets, etc.
- Put out refreshments, lemonade and water in drink coolers, etc.

Post-event:

- Thank all volunteers and custodial staff.
- Thank you letters to donors/sponsors
- Draw names and award prizes to raffle winners.
- Write up summary to share with community or use with grant applications/reports.
- Note lessons learned to share with next year's team.
- Submit expenses for reimbursement.