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[www.workingbikes.org](http://www.workingbikes.org)

## Bike Drive Guide – 2019

Working Bikes lives and breathes bicycles. Our nonprofit organization gives donated bicycles new life by redistributing them as tools of empowerment in local and global communities.

Each year Working Bikes participates in over 100 “bike drives” throughout the Midwest. These collection events are the main source of bicycles for our international and local partners, as well as the funds we use to ship bikes, repair them, and keep the lights on. To organize a bike drive we ask that you a) publicize and market the event to your community and b) coordinate volunteer staffing of the event—whether with your own volunteers or a couple of ours.

Please contact us at [events@workingbikes.org](mailto:events@workingbikes.org) or 773-847-5440 before planning your event so we can help you and have you on our calendar!

### How to Organize a Bike Drive

#### WHEN

A 3-hour, one-day weekend event in the spring or fall works best. We recommend Saturdays from 9am-12pm or 12pm-3pm. We occasionally do Sunday events but for staffing purposes we prefer Saturdays when possible.

#### WHERE

The best spots are centrally located, easily identifiable, and associated with a reputable institution. While empty lots may work well, having a nearby building is advisable for bathroom facilities, or a covered walkway in case of inclement weather. If you plan on collecting bicycles for more than one day consider a safe place to secure the bicycles for overnight storage.

#### SUPPLIES

Working Bikes will provide you with informational brochures and donation tax letters. We highly encourage making event signs. Upon request we may provide a Working Bikes “Donate Your Bike Today!” banner to hang onsite. Banners are a great way to get the attention of passersby, both on the day of and the days leading up to your event. We may also provide a Working Bikes logo in a digital file format for flyers or social media announcements.

#### SITE PREPARATION

Plan to get to your site at least an hour before your event time to set up and organize your volunteers. We recommend having 2+ volunteers to help with your event.

## **Accepted Donations**

Working Bikes accepts bicycles of any size in repairable condition and gently used kids' bikes. Very rusty bikes are not as valuable to us and will likely end up recycled for the value of their metal. We also accept bike parts and frames, tools, accessories, and old cotton T-shirts for rags.

## **Event Publicity**

Publicizing your event has a great impact on the number of bike donations received. We will help you to create flyers and news releases, which you can distribute by contacting local press (e.g. TribLocal, the Glencoe Anchor, the Beverly Review, The Daily Herald, Patch, etc.), churches, temples, and community associations. Distribute flyers through corporate office emails, schools, local libraries, and coffee shops. *See the Bike Drive Promotion Tips for more information.*

## **Green Fairs, Earth Day, & Recycling Events**

Consider throwing a bike drive as part of a broader community event! We often participate in Earth Day celebrations, municipal recycling days, and other sustainability-focused events. Given their wider variety of activities and services, these events tend to draw more attendees, and thus more bikes.

## **Tax Receipts & Monetary Donations**

Working Bikes is a 501(c)(3) nonprofit organization, eligible to receive tax-deductible donations. Donation receipt letters may be provided upon donor request. While the majority of our donations come in the form of used bicycles, we always appreciate monetary donations, so feel free to encourage financial donations at your convenience. Monetary donations help to pay for the repair of bikes for local donation, the shipping of bikes to our international partners, and the management of our volunteer program, which engages hundreds of Chicagoans each year. Monetary donations help pay for our services in providing repaired bicycles to local communities and individuals, shipping bicycles to villages across the globe, and the management of our volunteer program, which engages hundreds of Chicagoans each year.

## **Picking up the Bikes**

If your event is in Chicago or one of its suburbs we will pick up the bikes from you, almost always immediately at the end of your event. If your event is outside the Chicago region we may need to schedule a pick-up for another day. Please discuss with us beforehand so we can make arrangements.

## **Working Bikes Bike Drive FAQs**

Q: Is my donation tax-deductible?

A: Yes, Working Bikes is a 501(c)(3) nonprofit.

Q: Do we take children's bikes?

A: Yes, but please no plastic tricycles or scooters.

Q: Do we accept bike car-racks and bike tag-alongs for kids?

A: Yes, but please make sure you have all of the parts, especially the mounts! If it's missing anything it won't be of any use to us.

Q: Do we accept a bike with flat tires?

A: Yes, we'd even take it without wheels.