



# Pedals for Progress Collection Guide 2010

## Introduction

The “used bike collection” is the principal means by which Pedals for Progress collects bicycles for its overseas projects, and raises the funds to ship them. To organize a collection you must do the following: (1) event publicity & marketing to the community and (2) managing a presence on the day of the collection.

### Organizing the Collection:

a) Experience shows that a 3 hour, one-day weekend collection, in either the spring or the fall, is the most effective and minimizes the “waiting around” time. Time slots are as follows: Saturday 9am -12pm and 12pm -3pm or Sunday 1pm - 4pm.

### b) Site Selection

The best sites are centrally located, easily identifiable, and associated with a reputable institution. While empty lots can work well, a nearby building is advisable (for bathroom facilities or in case of bad weather). A covered walkway also works well in case of rain. Collections run Rain or Shine!

### c) Basic Tools and Supplies:

A P4P Collection Manager will provide organizers with the following:

- Pedal wrenches
- Adjustable wrenches
- Three ended Allen wrenches
- Plastic zip ties for attaching pedals
- Lubricant
- Volunteer Sign in Sheet
- P4P Tax Deductible Receipts
- Newsletters

Please provide at least 6 - 8 volunteers, a table with chairs, and if possible, a tarp in case of bad weather.

### d) Site Preparation:

Be sure to get to your site at least an hour before the collection start time to post signs, set up the table and to organize the volunteers. Late sponsor arrival combined with an early influx of bikes can disrupt any preliminary site organization, cost time and energy, and fray relationships with volunteers and the public.

## Event Publicity / Overall Marketing Strategy

The number of bikes received will depend heavily on the strategy and effort employed in publicizing a collection. If the collection is not adequately publicized, you will get significantly fewer bikes. **PUBLICITY IS KEY!** P4P will create a poster master and news release to aid you in publicizing your event. Contact: Local Press, churches, temples. Distribute flyers through: corporate office E-mail, flyers, schools and local libraries. **IT IS ALWAYS BETTER TO HAVE 20 PEOPLE WITH 5 POSTERS THEN 5 PEOPLE WITH 20 POSTERS!**

All bicycles received should be in repairable condition, relatively rust free, and accompanied by a cash donation. We **DO NOT** accept “bikes for parts” nor disassembled bikes. Frames or bikes with rusted frames should be rejected, a little rust on bright metal such as handlebars and rims is acceptable.





P4P also collects used working sewing machines at its bike collections. While bikes are easily repairable, sewing machines are not. It is important to ask if it is in working order, **DO NOT ACCEPT** if it is not. **We DO NOT ACCEPT sewing machines in cabinets.** We also request a \$10 donation with each machine.

### **FUNDING**

P4P suggest that every bike donation be accompanied by a \$10 donation that supports the handling and shipping costs. **DO NOT ACCEPT BIKES WITHOUT A DONATION.** Most collections meet this goal, if the donation has been clearly explained in the publicity. P4P's program, specifically mentions the donation policy and highlights the tax-deductibility of both cash and material donations. The bikes are shipped a very long way! The actual cost of collecting, processing and shipping a bike is \$30 per bike. Requesting donations cuts down on the delivery of "trash" bikes, broadens P4P's income base and permits P4P to scale-up to a significant scale, and builds credibility with corporate and foundation funders. P4P is an **IRS 501 (c) 3** tax-exempt organization, eligible to receive tax-deductible donations and a registered charity in **Connecticut, Kansas, Massachusetts, New Jersey, Pennsylvania & Vermont.**

### **BIKE PROCESSING**

Processing is done to compact bikes as much as possible, facilitating tight packing and minimize damage during shipping. It is straightforward requiring little skill and no previous experience. As the bikes arrive, please have volunteers ready to write a receipt and collection donations from each donor and then the bike should be processed for shipping by your volunteers. (please see attached step by step illustrations)

### **SHIPPING BIKES**

P4P is located in Western NJ. If you are within 100 miles of the Pedals for Progress storage facility, we will make arrangements to pick up the bikes from the collection site. If you are further away special arrangements will have to be made with our office. If you have the ability to deliver the processed bikes to our storage facility, that is of great assistance.

### **REMEMBER!**

Collecting the bikes is the easy part. It is only half of the story. Ensuring long-term success requires raising funds along with receiving bikes. Pedals for Progress cannot ship bikes without money. If you accept bikes without the \$10 donation, your organization must find an alternative source of funds (such as a local sponsor). It is recommend to include the donation information in your publicity so that it is clear to the donors. That way people will be able to make their decision ahead of time. History has taught us that bikes which come without donations are of poorer quality and do not have a high resale value. The goal is to collect the best bikes possible for our overseas partners. Asking for the donation insures our success and our partners.





# PEDALS FOR PROGRESS COLLECTION FAQ'S

**Q:** Will you take a bike without a donation?

**A:** It is better to collect fewer bikes and stay in business then to collect many bikes with no way to ship them. Yes, we need your bike but we also need your donation. From collection to distribution overseas your bike will travel thousands of miles. The actual cost to ship your bike is \$30, getting the first \$10 is the most critical!

**Q:** Is my donation Tax Deductible?

**A:** Yes, Pedals for Progress is a 501 (c) 3 corporation. Your receipt will show your cash donation + the value of your bicycle.

**Q:** Do we take children's bikes?

**A:** Yes (NO CHILDREN'S TRICYCLES)

**Q:** Do you accept a bike with flat tires?

**A:** We'd take it without tires, if it's a good bike!

**Q:** I have a really good frame?

**A:** No. We collect bicycles. Bicycles have 2 wheels, it doesn't have 2 wheels it is not a bicycle.

When people describe their bike to you, they want to be sure that you will take the bike. What you want to know is WHERE has the bike been stored for the last 2 years. If the bike has been in the garage, barn, attic, basement, that's the bike we want! If the bike has been outside, leaning against a tree exposed to the elements, we DO NOT WANT this bike.

The age of the bike is not important, what is important is RUST. The bike is made up of two types of components, painted pieces (the frame), & bright metals (handlebars, wheels, rims and the chain). If the bright metal has some rust, that is usually superficial. GOOD BIKE. If the frame is rusty then that means the rust has eaten through several layers of oven baked paint. NOT A GOOD BIKE.





# ILLUSTRATED GUIDE TO PROCESSING A BIKE FOR PEDALS

**GOAL: TO MAKE EACH BIKES AS LOW AND NARROW AS POSSIBLE FOR SHIPPING**

## STEP 1

**LUBRICATE THE CHAIN, PLUS ALL NUTS AND BOLTS THAT WILL HAVE TO BE LOOSENED OR REMOVED. ALSO LUBRICATE THE PEDALS AS THEY WILL BE REMOVED.**

## STEP 2

**REMOVE BASKETS AND TRAINING WHEELS  
CREATE A SEPARATE PILE FOR SHIPPING.**

## STEP 3

**REMOVE PEDALS**



- a. FLIP BIKE OVER
- b. PLACE PEDAL WRENCH INTO POSITION
- c. TURN WRENCH TOWARD THE FRONT WHEEL
- d. SECURELY TIE PEDALS TO BIKE FRAME CROSS BAR WITH ZIP TIE. GIVE IT A TUG TO MAKE SURE IT HOLDS

## STEP 4

**TURN HANDLEBARS**



10 SPEED HANDLEBARS

- a. FLIP BIKE RIGHT SIDE UP AGAIN
- b. IF POSSIBLE LOWER HANDLE BARS
- c. ROTATE HANDLE BARS TO THE RIGHT SO THEY RUN PARALLEL TO BIKE FRAME
- d. TURN HANDLE BARS DOWN SO THEY ARE AS LOW AS POSSIBLE AND MAKE THE BIKE AS NARROW AS POSSIBLE.
- e. WITH 10 - SPPEDS, PULL THE HANDLEBARS UP & INTO THE FRAME ( as seen in image)

## STEP 6

**LOWER SEAT AND RETIGHTEN NUT AND BOLT**

If you would like to see more images of a collection please go to our web site: [www.p4p.org](http://www.p4p.org).

**A finished bike ready for loading!**

