

Pedals for Progress & Sewing Peace Collection Guide

Introduction

The “used bike and sewing machine collection” is the principal means by which Pedals for Progress & Sewing Peace collects bicycles and sewing machines 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 EVENT:

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 the following:

- pedal wrenches
- adjustable wrenches
- three-ended Allen wrenches
- WD40
- plastic zip ties for attaching pedals
- volunteer sign-in sheet
- P4P tax deductible receipts

D) Please recruit at least 6 - 8 volunteers, a table with chairs, and if possible, a pop-up tent in case of bad weather.

E) Site Preparation:

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

Event Publicity / Overall Marketing Strategy

The number of bikes and machines 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 donations. **PUBLICITY IS KEY!** P4P will create a digital flyer and news release and provide approximately 25 hardcopies to aid you in publicizing your event. Additional hardcopies can be reproduced for the most effective publicity coverage. It will be the responsibility of the volunteer organization to submit advertising to local press and social media and to display flyers, where permitted, at local libraries, post offices, schools, recycling centers, supermarkets, local businesses, churches, temples, bike shops, etc. **(Please note, it is illegal to place flyers in mailboxes). IT IS ALWAYS BETTER TO HAVE 20 PEOPLE DISTRIBUTE 5 FLYERS THEN 5 PEOPLE DISTRIBUTE 20 FLYERS!**

All bicycles received should be in repairable condition, relatively rust free, and accompanied by a monetary donation. We **DO NOT** accept “bikes for parts” or disassembled bikes. Bikes with rusted frames should be rejected; however, a little rust on bright metal such as handlebars and rims is acceptable.

While bikes are easily repairable, sewing machines are not. It is important to ask if the sewing machine is in working order, and **DO NOT ACCEPT** it if it is not. If sewing machines in cabinets are accepted it is the responsibility of the sponsor to appropriately discard or recycle the cabinet material, as P4P only ships the machines and necessary operational parts. Please do not accept a machine without the pedal.

FUNDING

P4P requests that every bike and sewing machine donation be accompanied by a suggested \$20, minimum \$10 contribution by the item donor. This funding helps support the handling and shipping costs and is crucial to our success. Most collections meet this goal, as it is clearly explained in the publicity. P4P’s program specifically mentions the donation request and highlights the issuance of tax-deductible receipts of both cash and material donations. The bikes and machines are shipped a very long way! The actual cost of collecting, processing, and shipping is \$52 per item. Requesting monetary donations cuts down on the delivery of “trash” items, broadens P4P’s income base, and permits P4P to scale-up to a significant scale. It also 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, Massachusetts, New Jersey, Pennsylvania, New York & Vermont.**

BIKE PROCESSING

Processing is done to compact bikes as much as possible, facilitating tight packing and to 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 collect donations from each donor. Your volunteers should then process the bike for shipping.

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, and arrangements can be made, that is of great assistance.

REMEMBER!

Collecting the bikes and sewing machines is the easy part. It is only half of the story. Ensuring long-term success requires raising funds along with receiving items. Pedals for Progress & Sewing Peace cannot ship bikes or sewing machines without money. If items are accepted without the minimum \$10 donation, your organization must find an alternative source of funds to cover this loss (such as a local sponsor). It is highly recommended to include the donation information in your publicity so that people will be able to make the decision ahead of time. Experience has taught us that bikes which come without donations are of poorer quality and do not have a high valuation for our overseas partners. The goal is to collect the best bikes and machines possible for our partners and asking for the funding ensures success for everyone.

PEDALS FOR PROGRESS COLLECTION FAQ'S

Q: Will you take a bike or sewing machine without a donation?

A: It is better to collect fewer items and stay in business then to collect many items with no way to ship them. Yes, we need your bike and sewing machine but we also need your donation. From collection to distribution overseas your item will travel thousands of miles. The cost of all those miles is \$52, so getting the first \$20 is 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 or sewing machine.

Q: Do we take children's bikes?

A: Yes (HOWEVER, NO CHILDREN'S TRICYCLES)

Q: Do you accept a bike with flat tires?

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

Q: Can I donate a really good frame?

A: No. We collect bicycles. Bicycles have 2 wheels. If 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? If the bike has been in the garage, barn, attic, basement, that's the bike we want! If the bike has been left outside and exposed to the elements for 2 years, 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, it is usually superficial...STILL A 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.