



## Mentor Responsibilities ...

1. Inform TFKC. You must pick a ride that is open to Mentors/Mentees and inform TFKC that you plan to attend the bike ride ...
  - WHEN: Do this no later than 2 weeks (preferably 3 weeks) before the ride.
  - HOW #1: Check the 'Calendar' tab of the TFKC website and choose two rides, a 1<sup>st</sup> choice and a 2<sup>nd</sup> choice.
  - HOW #2: Email [info@tripsforkidscharlotte.org](mailto:info@tripsforkidscharlotte.org) to reserve two spaces on the ride.

2. Inform Parents/Guardians. You must inform your Mentee's Parents & Guardians about the bike ride and have them sign a TFKC Liability Waiver & Medical Release ...

- WHEN: Do this no later than 2 weeks before the ride (preferably as early as 3 weeks).
- HOW: Send Information home to parents/guardians to get permission ...
  - TFKC Liability Waiver & Medical Release
  - TFKC Cover Letter for Parents & Guardians

Note: Both documents can be found on the 'Administration' menu-link of the TFKC website Home page.

3. Ride Status. Confirm your Ride Status with the TFKC Ride Coordinator ...
  - One week in advance ... Do a Final Confirmation that your Mentee and you will be participating on the ride.
  - IMPORTANT: Specify whether you will need a bike or not and your Mentee's height. A bike will be brought for your Mentee. A bike will be brought for you ONLY IF YOU REQUEST IT.
  - **Waiver/Medical Release** ... Confirm that both your Mentee's and your release forms have been completely filled-out and signed.
4. Day of the Kid's Bike Ride.
  - Both your Mentee and you must be at the ride site at the time specified on the Ride Announcement you will receive from the Ride Coordinator.
  - Your Mentee and you must bring your completely filled-out and signed TFKC Liability Waiver & Medical Release forms.



## TFKC Responsibilities ...

- Upon Receipt of Your Request Email ... TFKC Ride Coordinator will reply to your email stating that you are scheduled for either your 1<sup>st</sup> choice or your 2<sup>nd</sup> choice for a TFKC Kid's Bike Ride.
- 1-2 Weeks Before Ride ... TFKC Ride Coordinator will email a Ride Announcement providing the details of the ride. Reply to this email with any questions or issues you may have.
- Day of the Ride ... TFKC provides full support for the ride ....
  - Meets your Mentee and you At the Ride Site
  - Provide Equipment (to your Mentee & you if you requested)
    - Bike(s)
    - Bike Helmet(s)
  - Conduct Bike Safety Training
  - Provide Lunches & Nutrition Education (to your Mentee)
  - Provide Supervised Rides