



HOW TO – PREPARE For A Ride

A. When you email the Bike Ride SCHEDULE REQUEST email ...

- Upon Receipt ... TFKC's Ride Coordinator will ...
 - Reply to your email acknowledging receipt
 - Confirm that your organization is scheduled for your 1st or 2nd choice Ride Date
- **IMPORTANT:** If you do not receive a 'reply email' within 3 business days, re-send your email to info@tripsforkidscharlotte.org

B. ONCE you receive the 'reply email' ...

1. Confirm Your Participation

- 2 weeks in advance ...
 - Confirm which kids will be attending
 - Designate alternates for kids who might/will not attend
 - Make sure Waiver/Medical Release form is sent out
 - TFKC Ride Coordinator will email a Ride Announcement providing the details of the ride.
- 1 week in advance ...
 - Final Confirmation of kids
 - Confirm the Staff coming to the Bike Ride
 - Confirm Number of Bikes needed for Ride (Kids + Staff Riding = Bikes Needed)
 - Confirm each kid's & Staff member's Waiver/Medical Release form
 - TFKC Ride Coordinator contacts you to confirm Ride Status
- 2 Day's in advance ...
 - TFKC Ride Coordinator contacts you to confirm ...
 - Ride Status
 - Number of Bikes
 - Number of Kids to order Lunches for

BAD WEATHER -> 'Weather Watch' ...

- TFKC Ride Coordinator will inform you that the Bike Ride is under a 'Weather Watch'
- Under a 'Weather Watch' ...
 - **CHANGES:** Check your email and TFKC's Message Line (704/944-3581) for changes to the ride (up to 9:00PM the night before).
 - **CANCELLATION:** Cancellation Notices are issued @ 12 noon the day before the ride, so kids, parents and guardians can be informed.

2. Day of the Kid's Bike Ride

- Get Kids to the ride location at the time specified on the Ride Announcement (or the Weather Watch Announcement).
- Bring filled-out, signed TFKC Liability Waiver & Medical Release form.
- Pick-up kids from ride site at the time specified on the Ride Announcement (or the Weather Watch Announcement).

EMERGENCY CONTACT NUMBERS ...

- *2 days* in advance ... please provide TFKC Ride Coordinator with your Emergency Contact Numbers
- *Day of The Ride* ... please have your staff provide TFKC Ride Leader with any changes to your Emergency Contact Numbers
- EMERGENCY NUMBERS are numbers that TFKC can call if *you/your staff* are not able to call or be called during a ride ...
 - Telephone
 - Cell Phone
 - Pager