



## HOW TO – SCHEDULE A Bike Ride – 3 Steps

### **STEP 1 -> Contact TFKC. Pick 2 open dates and contact TFKC ...**

- WHEN: 2 weeks (preferably 3 weeks) before the ride.
- HOW #1: Pick Ride Date(s).
  - Go to the TFKC Website ...
    - [www.tripsforkidscharlotte.org](http://www.tripsforkidscharlotte.org)
    - click-on 'Calendar' menu-link
    - choose 1<sup>st</sup> and 2<sup>nd</sup> choice ride dates.
- HOW #2: Send Email.
  - Email [info@tripsforkidscharlotte.org](mailto:info@tripsforkidscharlotte.org) to reserve a ride
  - Put the following info on your email ...
    - Your Name
    - Organization
    - Telephone #
    - Best Hours To Reach You
    - Number Of Kids
    - Age Range(s) Of Kids
    - 1<sup>st</sup> Choice Ride Date
    - 2<sup>nd</sup> Choice Ride Date
    - Questions/Issues/Info you think necessary
  - ❖ NO EMAIL / NOT ON-LINE?
    - ❖ Call TFKC's Message Line @ 704/944-3581
    - ❖ Leave a Voice Mail with the following info ...
      - ❖ Your Name
      - ❖ Organization
      - ❖ Telephone #
      - ❖ Best Hours To Reach You
      - ❖ Subject: You're calling to schedule a Kids Bike Ride

### **STEP 2 -> Pick Kids. Pick kids to go on the bike ride ...**

- WHEN: 2 weeks (preferably 3 weeks) before the ride.
- SUGGESTION: Rides work best when you pick kids from the *same age* group and/or the *same level* of physical ability.
- EXAMPLE:
  - Group your kids into Middle School (10-15 years old) or High School (15-17 years old) levels.
  - Your kids could also be a combination of older Middle School Kids and High School Kids that you know are physically fit & have good endurance.
  - NOT GOOD: Really small kids and big kids. Small kids can't keep up with big kids. Big kids get bored stopping for little kids.

### **STEP 3 -> Parent/Guardian Permission. Waivers/Medical Release Signed ...**

***NOTE: IF your organization's Physical Activities Liability Waiver/Medical Release form is already signed for each of your kids ... See the last section of this Document.***

- WHEN: Do this no later than 2 weeks (preferably 3 weeks) before the ride.
- HOW: Go to the TFKC Website ...
  - [www.tripsforkidscharlotte.org](http://www.tripsforkidscharlotte.org)
  - click-on the 'Administration' menu-link
  - click-on the 'TFKC Liability Waiver/Medical Release' page-link
  - print/photocopy a form for each kid & have parent/guardian sign

### **WHAT'S NEXT? ...**

Read how to get ready for your ride on the TFKC Website ...

- [www.tripsforkidscharlotte.org](http://www.tripsforkidscharlotte.org)
- click-on the 'Administration' menu-link
- click-on the 'HOW TO-PREPARE For A Ride' page-link