



VOLUNTEER RESPONSIBILITIES ... Going on TFKC Kids Bike Rides

1. Inform TFKC. Pick a ride that you would to volunteer on ...
 - WHEN: Do this no later than 1 week (preferably 2 weeks) before the ride.
 - HOW #1: Check the 'Calendar' tab of the TFKC website to pick the ride.
 - HOW #2: Email info@tripsforkidscharlotte.org to inform the TFKC Ride Coordinator that you will be volunteering.
 - HOW #3: Let the Ride Coordinator know in your email if you will need a bike and helmet. (Note: Bikes are sometimes not available or you may have to pickup the bike and return it if transport space is not available.)
2. Liability Waiver & Medical Release. You must fill-out and sign a TFKC Liability Waiver & Medical Release (see Step #2 on Volunteer web page).
3. Ride Status. Confirm your Ride Status with the TFKC Ride Coordinator ...
 - One week in advance ... Via Email .. Do a Final Confirmation that you will be participating on the ride.
 - IMPORTANT: If you will NEED A BIKE ..
 - Confirm your height with the TFKC Ride Coordinator.
 - ASK whether you will need to pickup the bike at the storage facility.
 - **Waiver/Medical Release** ... Confirm that your Liability Waiver & Medical Release form has been completely filled-out and signed.
4. Day of the Kid's Bike Ride.
 - You must be at the ride site (or storage facility) at the time specified on the Ride Announcement or email you will receive from the Ride Coordinator.
 - You must bring your completely filled-out and signed TFKC Liability Waiver & Medical Release form.



TFKC Responsibilities ...

- Upon Receipt of Your Request Email ... TFKC Ride Coordinator will reply to your email stating that you are scheduled for a TFKC Kid's Bike Ride.
- 1 Week 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 (i.e. you need a bike / your height / whether you need to pickup at storage facility).
- Day of the Ride ... TFKC provides full support for the ride
 - Meets you At the Ride Site
 - Provide Equipment (IF YOU REQUESTED IT)
 - Bike
 - Bike Helmet
 - Provides Volunteer Briefing of Days Activities and you role ...
 - Conduct Bike Safety Training
 - Provide Lunches & Nutrition Education (to your Mentee)
 - Provide Supervised Rides