



# Bike Swap Instructions

**Description:** A Community Bike Swap is a way to refurbish and redistribute community bikes. It engages participants to find bikes that fit them or their children better and is a low to no cost way to encourage bicycle ridership when paired with other education or promotional events/rides or otherwise.

## **How it works:**

Reserve a space that allows people do swap or donate their existing bike for another. Arrange with a local bike shop or group to assess and do minor adjustments /repairs on donated bikes and then allow participants to swap or select a bike of their choice using a raffle or prioritization system.

Use 2 different color raffle tickets (different from any overall event raffle – if happening as part of larger community event) and people **do** need to be present at the time of their ticket being called to receive a bike. All bikes donated to the swap should be checked over and assessed at the mechanical station and the serial number recorded for the next owner. There is a place on the Assessment form to estimate the value of the bike minus the estimated cost of repairs to figure out the donation value. Bicyclebluebook.com is an online resource for finding the value of many different bikes. There is also a space to fill in the name, address, and tax-id number for any non-profit taking leftover bikes. If photos of the completed assessment form is taken by the donor and representative of the receiving org, then that can serve as the donors Tax Deductible donation receipt/record and save an extra step.

Minor repairs may be able to be done by the mechanics, more involved repairs will be noted on the assessment sheet and left for another shop, mechanic or the new owner to complete.

After bikes are assessed, the inspection form is attached to the bike and they are corralled in a visible area where new or prospective owners can inspect them and see what is needed to get the bike functional.

## **If you have a bike to donate:**

Those who have a bike to donate the swap will get a color X raffle ticket and be entered into the “Swap” raffle. The bike will then go to the mechanical station to be checked over and the serial number recorded for their new owner. Those who donate a bike will have the first choice in picking a different bike. You may want to give people a chance to browse and prioritize their top picks prior to the raffle which saves time later. Follow the swap raffle with the “Donate” raffle for those who would like a bike, but did not donate a one. If when browsing, more than one person with a color X ticket wants the same bike, collect their tickets and draw one to choose the winner or ask them to flip a coin or rock paper scissors for it.

## **If a person does not donate a bike into the pool, but would like to receive a bike:**

As mentioned above, they will get a color Y (different color) ticket and be entered into the second raffle following the swap raffle. Gather the tickets together and choose winners in succession until all bikes are redistributed.