



iCan Bike Camp Host Planning Guide

1. Read 'Bike Camp Host Overview' (available on the Host page of our website) to obtain an understanding of what is involved in hosting a bike camp
2. Complete the 'Bike Camp Budget Template' (available on the Host page of our website) to determine if hosting a bike camp is financially feasible
3. Find an appropriate facility willing and able to accommodate the bike camp and take photos of the indoor and outdoor riding areas
4. Identify what week(s) the facility is available to have the camp
5. Complete 'Camp Booking Form' (available on the Host page of our website) specifying administrative details of the host organization and facility and providing 1st and 2nd weeks preferred and e-mail form to jeff@icanshine.org
6. Submit via e-mail some photos of the indoor and outdoor riding areas at the proposed facility for review and approval along with 'Camp Booking Form'
7. After approving facility, Shine will provide a 'Bike Camp Host Agreement' (available on the Host page of our website) for Host to sign and submit along with a deposit of \$2,500
8. Upon receipt of the signed Agreement and deposit, Shine will reserve the Host's requested week and post details about the camp to the website
9. Shine provides ongoing coaching, guidance and support to help camp hosts plan and organize an efficient camp, including phone conversations

discussing all important items and e-mail correspondence addressing issues and answering questions up through the start of camp, as needed

10. Camp Host reviews and utilizes the many standard documents provided on the Shine website designed to make planning and organizing a bike camp efficient and streamlined
11. Camp Host locally implements marketing efforts to promote the camp to potential families and volunteers to begin recruitment process
12. Camp Host makes second of 3 payments to Shine totaling \$4,500 thirty (30) days prior to camp and schedules final payment of \$1,250 to be made prior to camp
13. Review 'Items Host Needs At Camp' (available on the Host page of our website) to ensure all important items are addressed
14. Two weeks prior to camp, the following occurs:
 - Shine communicates staff assignments to Host Camp Director
 - Host Camp Director provides a completed 'Rider Spreadsheet' (available on our website) to the Shine Floor Supervisor for review and planning purposes
 - Shine Floor Supervisor and Host Camp Director have phone conversation and e-mail correspondence to discuss and firm up camp details
 - Shine provides 'Liability Insurance Certificate' (available on our website) to Camp Host naming Host and Facility as an "additional Insured" on Shine's insurance policies for the week of camp
15. Shine staff meet Host Camp Director and volunteers at facility on Sunday before camp at a mutually convenient time to unload bike equipment and prepare for orientation
16. Host Camp Director is to provide a projector for Shine staff to show a Power Point presentation and possibly a video to parents and volunteers. Shine staff provide laptop.
17. Shine staff conducts parent and volunteer orientation meeting and volunteer training at this orientation meeting on Sunday before camp. Shine prefers meeting at the facility so that volunteers can get hands-on training with equipment.
18. Have formal check-in process for riders and volunteers for each session each day of camp whereby nametags should be provided. See 'Volunteer Daily Sign-In Sheet' (available on the Host page of our website)

19. Have plans for lunch. Although providing lunch to Shine staff is optional, it is very much appreciated and efficient to eliminate the need for Shine staff to leave the facility during lunch.
20. Have methods of donor recognition - banners, posters, t-shirts, media recognition, water bottles, etc.
21. Shine staff and Host Camp Director meet on the Thursday (Day #4) after camp to discuss how camp is proceeding providing both Shine staff and Host opportunities to provide constructive feedback on how improvements may occur for future camps
22. Schedule celebration plan for riders to occur on Friday during the last 5 to 10 minutes of each session. Often this entails the Camp Director speaking to the group and announcing each rider to come up and receive their award from the volunteers.
23. Consider sending volunteers a thank you letter.