



## **iCan Bike Camp Host Planning Guide**

1. Read 'Bike Camp Host Overview', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, to obtain an understanding of what is involved in hosting a bike camp
2. Complete the 'Bike Camp Budget Template', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, to determine if hosting a bike camp is financially feasible
3. Find an appropriate local facility to accommodate the bike camp with an indoor and outdoor riding area
4. Take two or three photos of the indoor and outdoor riding areas
5. Identify what week(s) the facility is available to have the camp
6. Complete 'Camp Booking Form', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, specifying administrative details of the host organization and facility
7. E-mail completed Camp Booking Form, along with photos of the indoor and outdoor riding areas, to Jeff Sullivan at [jeff@icanshine.org](mailto:jeff@icanshine.org)
8. After approving facility, Shine will e-mail a 'Bike Camp Host Agreement', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, Host to sign and submit along with a deposit of \$2,500
9. Upon receipt of the signed Agreement and deposit, Shine will reserve the Host's requested week, create and post to it's website an iCan Bike webpage for the host with specific information about their camp

10. Shine and host will have a 45 minute planning call with the goal of getting host up to speed on all details involved in administering the bike camp.
11. Shine provides ongoing coaching, guidance and support to help camp hosts plan and organize an efficient camp, including phone conversations, e-mail correspondence addressing issues and answering questions up through the start of camp
12. Shine provides 'Liability Insurance Certificate', sample available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, to Camp Host naming Host and Facility as an "additional Insured" on Shine's insurance policies for the week of camp
13. Camp Host reviews, customizes and utilizes the many standard documents designed to make planning and organizing a bike camp efficient and streamlined (e.g. registration forms, marketing materials, etc) available at <https://icanshine.org/program-hosts/ican-bike-hosts/>
14. Camp Host implements local marketing/recruiting efforts to promote the camp to potential families and volunteers to begin recruitment process
15. Camp Host makes second of 3 payments to Shine totaling \$4,500 thirty (30) days prior to camp and schedules final payment of \$1,450 to be made three (3) days prior to camp (\$1,250 if deposit was paid before November 1<sup>st</sup>)
16. Review 'Items Host Needs At Camp', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, to ensure all important items are addressed
17. Two weeks prior to camp, the following occurs:
  - Shine communicates staff assignments to Host/Camp Director
  - Host/Camp Director provides a completed 'Rider Data Spreadsheet', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>, to the Shine Floor Supervisor for review and planning purposes
  - Shine Floor Supervisor and Host/Camp Director have pre-camp phone conversation and e-mail correspondence to discuss and firm up camp details
18. Shine staff meet Host/Camp Director at facility on Sunday (day before camp) one hour before the parent and volunteer orientation is scheduled to begin to unload bike equipment and prepare for orientation

19. Host/Camp Director provides a projector and screen for Shine staff to connect Shine's laptop and show a Power Point presentation
20. Shine staff conducts 45 – 60 minute parent and volunteer orientation meeting, including volunteer training. Shine prefers meeting at the facility so that volunteers can get hands-on training with equipment.
21. Host implements formal check-in process for riders and volunteers for each session each day of camp whereby nametags should be provided. See Rider and Volunteer 'Daily Check-In Sheet', available at <https://icanshine.org/program-hosts/ican-bike-hosts/>
22. Have methods of donor recognition - banners, posters, t-shirts, media recognition, water bottles, etc.
23. 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 possible improvements for future camps
24. Schedule award celebration for riders to occur on Friday during the last 5 minutes of each session. Often this entails the Host/Camp Director speaking to the group and announcing each rider to come up and receive their award from the volunteers (Shine staff is typically not involved)
25. Shine staff pack up fleet with all bike equipment Friday afternoon/evening and drive back to hotel. Shine staff check-out on Saturday morning.
26. Consider sending volunteers a thank you letter.