

Kohl's Kids Bike Smart Trailer Checklist

This is a pretty low-key program, but there are a few things that we need you to do in order for the program to run smoothly. We've created a checklist for you, to help you remember them!

Please print out this checklist, and check off each item as you do it, so you can send the trailer to the next school with a clear conscience!

Thank you for your help, and we hope that you and your students have a great time with the bikes!

Beginning of program:

- Distribute Parent's Guides to Safe Bicycling to students
- Send out Parent Letter (optional)
- Let us know of any issues that need to be addressed (optional)

During program:

- Take pictures! (We'll be using them in our publications, so releases will be necessary)
- Send us those pictures! (Thank you!)
- If** the program is mentioned in any media (including social), please call the trailer, "Kohl's Kids Bike Smart trailer" and credit Kohls and Fletcher Allen in any "thank you"s
- Send us those media links (newsletters, local newspapers, social media, etc)--they make our grantors happy! (Thank you!)

After program:

- Organize trailer
 - IMPORTANT: clean bikes (towels work great for this)** If you do not clean the bikes, then the next school will receive a fleet of dirty bikes. We are committed to ensuring that the trailer is a positive experience for **all** of our partners. If the bikes are not clean when we inspect the trailer upon pick-up, **you will not be able to receive the trailer for one year.**
 - take tape off of helmets and bikes (children are ideal for this!)
 - put helmets back in helmet bags, and re-hang on the wall
 - put training materials back in their proper locations
 - remove your materials from the van (we've become the proud new owners of many a cone!)
 - make sure that **all of our materials** (cones, tennis balls, tools, etc) are back in the trailer (over the years, we have learned that cones are nomadic creatures--constantly in search of new homes--hint: they can usually found at the bottom of a pile of your cones)
 - remove any trash from the trailer
- Mark broken bikes with blue tape with the issue written on the tape
- Let us know of any broken bikes or supplies that are low
- Put **WORKING** bikes back in trailer for transport--please put the bikes back carefully. (see the trailer manual in the trailer, or the one e-mailed to you -- for tips on how to put the bikes back)
- Put **BROKEN** bikes in an easily accessed part of the trailer, without padding, for the driver to easily take out for repair

IMPORTANT! fill out the Participation Tracking Form: <http://bit.ly/BikeSmartParticipation>