



336 Rubidge St, Peterborough ON K9H4C7
www.communitybikeshop.org 1 (705) 775-7227

Youth Earn-a-Bike Program Guide

Table of Contents:

- I. Program Objectives
- II. Vision
- III. Program Overview
 - a. Community Engagement through Volunteerism
 - b. Mechanical Skill Development
 - c. Commuter-Savvy Cycling Skills
- IV. Logistics and Programming Specifics
 - a. Identifying Participants
 - b. Staffing Requirements
 - c. Week-by-week Overview
 - d. Financial Costs
 - e. Logistical Considerations
 - f. Leadership Opportunities
- V. Partner Organizations
- VI. Funding
- VII. Program Evaluation
- VIII. Record Keeping

I. Program Objectives

The primary objective of the Youth Earn-a-Bike program is to increase access to cycling for youth from lower income families and youth-at-risk. The program seeks to engage youth in their community, build employable skill-sets, and foster creative problem solving. Further, Youth Earn-a-Bike empowers youth to work towards a tangible outcome of building their own bicycle, and will teach the participants how to safely and confidently navigate their community by bicycle.

II. Vision

The Youth Earn-a-Bike program integrates into B!KE's broader vision of increasing cycling access and fostering a cycling-friendly culture in Peterborough. By providing youth with bicycles of their own and teaching them the skill sets necessary to feel comfortable choosing a bicycle as their primary mode of transportation, youth in program can become leaders in a shift towards sustainable transportation.

Cycling is a healthy and sustainable form of transportation; it reduces dependency on fossil fuels and encourages an active lifestyle. In addition, beyond the initial costs of obtaining a bicycle, cycling is an extremely low cost form of transportation. The Youth Earn-a-Bike program eliminates the initial financial barrier of obtaining a bicycle, thereby providing the participants with the means to travel to school, work, volunteer positions, and more.

A community that recognizes cycling as a viable form of transportation can play an active role in shifting the dominant culture of fossil fuel dependency and sedentary lifestyles. Youth Earn-a-Bike will facilitate youth becoming leaders in this process of building a vibrant cycling culture in Peterborough.

III. Program Overview

The Youth Earn-a-Bike program is a three-part program that takes place over the course of eight weeks. The three primary subsections of the program are: community engagement through volunteerism, mechanical skill development, and commuter-savvy cycling skills. An overview of each section is as follows:

a. Community Engagement through Volunteerism

In order to be eligible for Youth Earn-a-Bike, participants are required to complete a minimum of 15 hours of volunteer work in the community. Five of these volunteer hours must be completed at B!KE, and ten hours can be completed at any not-for-profit organization or volunteer-based community group. Youth must complete this volunteerism prior to being eligible to begin the eight-week session. This portion of the programming will encourage youth to explore opportunities in their community, and will also ensure that participants are willing to make a substantial commitment to the program.

b. Mechanical Skill Development

This section of programming comprises of the largest portion of the Youth Earn-a-Bike Program. During this section of programming, youth will learn basic and intermediate bicycle mechanics as they work to build their own bicycle. Youth will select a frame from the bicycles donated to B!KE, and will use recycled parts to rebuild and restore their bicycles. The Program Coordinator and

volunteer teacher-mechanics will lead hands-on workshops covering specific elements of bicycle maintenance and repair (a week-by-week workshop structure is given in the next section of this Program Guide). The youth will rebuild their bicycles step-by-step, while gaining mechanical knowledge and problem solving skills. If youth are unable to complete their work during the allotted workshop session, they will be encouraged to utilize B!KE's Open Shop hours to complete work in between sessions. Brining Youth Earn-a-Bike participants to B!KE during Open Shop will also increase their engagement with the organization and the community.

c. Commuter-Savvy Cycling Skills

The final section of programming will equip youth with the skills necessary to safely and confidently navigate their community on their new bicycle. Participants will be lead through a series of cycling safety drills. This section will focus on skill-development in areas such as: helmet fit, bicycle handing, starting and stopping, signaling, navigating traffic, understanding traffic laws, and commuter tips. The focus of this portion of programming will be to give youth the practical basis to commute by bicycle on an ongoing daily basis. After the participants successfully complete the drills and safety training, the last session of Youth Earn-a-Bike will include a group ride with all the youth on their new bicycles.

Youth that have successfully completed the Earn-a-Bike program will be able to take their new bicycle home upon completion of the program. Participants will also be given a lock and helmet with their new bicycle.

In order to facilitate peer-to-peer mentorship, youth that have completed the Earn-a-Bike program will be encouraged to volunteer as peer mentors with the next session of Youth Earn-a-Bike.

IV. Logistics and Programming Specifics

a. Identifying Participants

Youth Earn-a-Bike is designed to facilitate access to bicycles for youth that face barriers to bicycle ownership. The program is targeted at youth aged 13-17, and can accommodate 4-6 youth per session. If interest in the program exceeds 4-6 youth, concurrent sessions divided by age and/or mechanical ability can be run.

There are two primary means by which B!KE will identify program participants. If youth access programs or services provided by any of our partner organizations (found in Section V. of this guide), that organization can refer them to Earn-a-Bike. Alternatively, youth that do not access services elsewhere can apply to Earn-a-Bike directly through B!KE. There is a short application process to determine eligibility for Earn-a-Bike for youth that are applying directly. All youth must complete 15 hours of volunteer work in the community prior to beginning their Earn-a-Bike session.

b. Staffing Requirements

All sessions of Earn-a-Bike are overseen by B!KE's Program Coordinator. In addition, each session requires a minimum of 1-2 volunteer teacher-mechanics.

Ideally, the same teacher-mechanic(s) can commit to volunteering for all of the Earn-a-Bike sessions in order to provide continuity.

c. Week-by-Week Overview

Youth Earn-a-Bike is an eight-week program. The current proposed time for the program is Friday afternoons from 3:30-6:30. The week-by-week schedule is as follows

Week 1: Introduction, Overview, and Bicycle Selection

In this session, youth will be introduced to the Earn-a-Bike program. They will get to know one another through a series of icebreakers and team building activities. Then, the youth will select the frames that they will rebuild throughout the course of the program. We will begin to identify the parts and systems of the bicycle.

Week 2: Stripping the Frame

This will be the first workshop on bicycle mechanics. In this session, participants will strip their frame and will identify which parts are in working order and which parts need to be replaced. The mechanical focus of this session will be basic wrenching, proper tool selection, and overviewing the different systems of the bicycle.

Week 3: Flats and Hubs

This week is all about the wheels and tires! Participants will learn how to patch a flat, mount their tires and tubes, and overhaul their hubs. The mechanical focus of this week will be learning how to maintain tires and gaining an understanding of bearing systems.

Week 4: Brakes

Session four focuses on the braking system. The youth will learn about different types of brakes, learn the parts of the braking system, cable their brakes, position brake pads, and learn about brake maintenance and adjustment. The mechanical focus of this session will be proper setup of cable systems.

Week 5: The Drivetrain

Session four focuses on all aspects of the drivetrain, excluding shifting. Participants will learn about the elements of the drivetrain and the significance of keeping their drivetrain well maintained. They will overhaul their bottom bracket, put on their chain, lube their chain, and learn about their crankset and freewheel or cassette. This session will build on the understanding of bearing systems developed in Week 3.

Week 6: Shifters and Derailleurs

The final week of the maintenance portion of the program focuses on shifters and derailleurs. Participants will learn about different types of shifting systems, the components of the shifting system, and will recable and adjust their shifting. This session will focus on fine tuning and developing patience and problem solving, as setting up shifting can be a challenge for new mechanics.

Week 7: Cycling Safety

This will be the first week of the cycling safety skills portion of the program. It will begin indoors with a safety overview and helmet fit session, then will progress outdoors for cycling safety drills. Drills to be covered in this session

include: start/stop, straight line, scan, signaling through turns, weaves, and control over bumps.

Week 8: Commuter Skills and Group Ride

The final week of the program will focus on traffic laws and being a savvy cyclist and commuter. We will begin with a discussion around commuting safety and commuter tips. Then, participants will overview scan and signal drills and run an obstacle course. At the end of the session, the group will go for a group ride to celebrate successful completion of Youth Earn-a-Bike! The group ride will focus on finding safe routes to the participants' schools, workplaces, and favourite hangout spots.

d. Financial Costs

The goal of Youth Earn-a-Bike is to create access to bicycles for youth that face financial barriers to bicycle ownership. Thus, there will be no registration fee for participants. Bicycle frames and used parts will be provided by B!KE from our stock of donated and salvaged bicycles. Any necessary new parts will have to be purchased by the participant.

e. Logistical Considerations

Youth entering the program will be from varied backgrounds. Thus, they will have different levels of mechanical know-how and cycling experience. This is an intensive and fast-paced program, so some youth may have a difficult time completing their bicycle within the eight weeks. If the youth is unable to make it to Open Shop outside of the Earn-a-Bike timelines but has shown a high level of commitment and effort during Earn-a-Bike, B!KE staff and volunteers will complete any additional necessary maintenance and repair work. If a participant repeatedly misses sessions and falls behind on their mechanical work, B!KE staff will try to work with the youth to identify what barriers may be causing them from participating actively. However, if a high level of commitment is not demonstrated or attempted, the youth may be removed from the program.

Prior to the cycling safety portion of the program, each bicycle will be thoroughly inspected by a B!KE staff member. Staff or volunteers will complete any additional necessary repair work.

f. Leadership Opportunities

Youth that successfully complete Earn-a-Bike are given the opportunity to become mentors for future sessions of Youth Earn-a-Bike. This increases the sustainability of the program, and facilitates peer-to-peer leadership opportunities. Participants that are interested in becoming peer mentors will have to commit an additional 15 hours of volunteer work at B!KE prior to the beginning of the next session. During their 15 volunteer hours, the youth will get more in-depth mechanical skill development in order to increase their ability to mentor their peers during the subsequent Youth Earn-a-Bike Session.

V. Partner Organizations

Working with community partners is essential to the success of Youth Earn-a-Bike. Youth service organizations, drop-in centers, and shelters are extremely helpful in identifying youth that will benefit from Earn-a-Bike.

Organizations to explore partnership potential with include: the Youth Emergency Shelter, the John Howard Society Quantum Youth Program, the Bridge Youth Drop-in Centre, the Peterborough Regional Health Centre Family and Youth Unit, Kawartha Youth Unlimited, the Kawartha Pine Ridge District School Board, and Rainbow Youth.

VI. Funding

The pilot of the Youth Earn-a-Bike program is funded by a grant received through the Ontario Trillium Foundation. Bicycles and used parts utilized in the program are donated to B!KE by community members. [Funding for helmets and locks??]

VII. Program Evaluation

The program structure outlined in this guide is a preliminary program design intended to give structure to the pilot program. However, continual feedback and evaluation is necessary to build upon this foundation and adapt the program to the needs of the community.

Youth participants will be actively involved in the feedback and evaluation process. At the end of each week, a closing circle will give participants the opportunity to give feedback on the session. At the end of the entire program, youth will complete a comprehensive feedback and reflection form.

Staff and volunteers will also produce a report at the end of the program, including a participant and program overview, an analysis of what portions of the program were successful, and areas for improvement.

Evaluation forms will be reviewed by the Executive Director. The Executive Director and Program Coordinator will collaborate to make any necessary changes to the program design.

VIII. Record Keeping

In order to increase the sustainability of the Youth Earn-a-Bike Program, all participant overviews, program reports, and feedback forms will be kept for a minimum of five years. This allows compiled feedback to be used to improve the program on a continual basis. Further, it provides baseline information and analysis to apply for future grant funding.