



Volunteer Handbook

HUMBLE SONS BIKE COMPANY

August 2019

Bike Club Volunteer Handbook

Bike Club is a signature program of Humble Sons Bike Company, an Oklahoma non-profit, that promotes youth development by putting kids on bikes.

Outline of Bike Club Program

- Bike Club is an after-school club that connects kids and adult volunteers on and around bike-riding.
- Elementary school clubs are centered on the 5th Grade, although some clubs may include 4th grade and 6th grade students.
- Middle school clubs may include 6th, 7th, and 8th grade students.
- Bike Club provides participating schools with 1) equipment (bikes, helmets, safety vests, water bottles, etc.); 2) assists with recruiting volunteers; and 3) provides ongoing training and support.
- Schools must 1) provide storage for equipment; 2) identify a faculty sponsor; 3) identify student participants and ensure their parents complete all required health waivers and activity permission documents are completed; and 4) conduct volunteer background checks.
- Bike Club has developed an 8-step guidebook/website to teach bike safety and skill development, so students and adult volunteers may take off-campus riding field trip experiences to visit a variety of locations. It can be accessed at bikeclubtulsa.com/guide and can be printed as a .pdf file.
- Bike Club normally meets once a week right after school. Sessions run from approximately 2:45 pm to 4:15 pm for elementary clubs and 3:45 pm to 5:15 pm for middle school clubs. Weather events or school closings occasionally may cause a site to cancel a session.
- Clubs typically begin meeting the fifth week that school is in session (normally the last week of September). Each club will meet at least 10 times each in the spring and fall semesters; clubs may choose to ride additional sessions if supported by school and volunteers. An End-of-Year Rally will be planned for all Bike Clubs to attend on a field trip basis. At the end of programming in May, a new bike will be provided for each student that completes the program. A ride calendar can be found in the attached Appendix.

Volunteer Commitment

Student participants, volunteers and staff receive benefits from participating in Bike Club. Volunteers provide important role models and mentors to foster developmental relationships for youth participating in club activities. Many students look to Bike Club to for stable guidance, the opportunity to meet and overcome challenges, and hope. Additionally, they learn important life skills around bike safety, cooperation, teamwork and fitness. Most importantly, everyone has fun!

Adult Volunteers in Bike Club agree to:

- Submit a Bike Club Volunteer Application (see Appendix).
- Submit to a TPS Volunteer Application and Security Check (see Appendix).
- Receive Bike Club training.
- Keep safety at top of mind at all times.
- Model cooperation with faculty and other volunteers.
- Exhibit patience with student participants and forward behavior issues to faculty sponsors.
- Demonstrate bike safety practices, including ALWAYS wearing a helmet and safety vest when on a bike.
- Immediately report any suspicion or knowledge of abuse of a student to the faculty sponsor and follow Bike Club procedures.
- Report any accident, injury or troubling incident to faculty sponsor and Program Manager.

Additionally, Bike Club volunteers are encouraged to attend networking and informational events, such as monthly **Volunteer Cookouts** and **Volunteer University** informational sessions.

Volunteers may access a wide array of information - including calendars, forms, the Bike Club guidebook – and much more, by clicking the **Volunteer Resource Center** link on the Bike Club website or by visiting bikeclubtulsa.com/resources.

Policies

Bike Club a School Program

Bike Club is a program adopted and authorized at qualifying sites by Tulsa Public Schools. Each club is required to have the authorization of the site principal and a faculty sponsor assigned. Faculty sponsors are paid a stipend for extra duty – which requires participation in every Bike Club session, logging attendance at each session, and handling any behavioral or

medical issues involving children with their parents/guardians. Volunteers typically help lead Bike Club sessions and work collaboratively with each other and the faculty sponsor to deliver engaging programming.

Volunteer Background Applications and Background Check Required

All Bike Club volunteers must complete a Bike Club Volunteer Application and the TPS Volunteer Application and Security Check performed by Tulsa Public Schools personnel at the club site.

GroupMe Mobile App

The faculty sponsor and adult volunteers at each Bike Club site must organize a contact group using the free GroupMe Mobile App and include Bike Club program managers on the list.

Abuse, Reporting Requirements

Oklahoma law and TPS policy requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services.

Reports must be made to the Department of Human Services Hotline, the Bike Club faculty representative, and to a Bike Club program manager.

TPS policy offers the following definitions give guidance on what constitutes child abuse or neglect:

“Abuse” – harm or threatened harm to a child’s health, safety or welfare by a person responsible for the child’s health, safety or welfare including sexual abuse and sexual exploitation;

“Harm or threatened harm to a child’s health or safety” includes, but is not limited to:

- a. nonaccidental physical or mental injury,
- b. sexual abuse,
- c. sexual exploitation,
- d. neglect,
- e. failure or omission to provide protection from harm or threatened harm, or
- f. abandonment;

“Neglect” means failure or omission to provide:

- a. adequate food, clothing, shelter, medical care, and supervision,
- b. special care made necessary by the physical or mental condition of the child, or
- c. abandonment;

Weather

Safety is of paramount importance in Bike Club. The weather must be considered and monitored for dangerous conditions, including extreme temperatures, high winds, precipitation and wet/slick riding surfaces, and lightening. When these and other weather conditions affecting the safety of Bike Club participants occur, Bike Club should be held indoors or the session suspended. Temperature unfit for Bike Club is indicated by heat index below 40 degrees Fahrenheit or above 90 degrees Fahrenheit.

Bike Club sites are encouraged to hold sessions indoors during inclement weather. Bikes drills and games can be performed inside the school gymnasium, if available. Some activities can happen in a classroom, like watching a video. A list of indoor activities that have been employed in the past is included at the on-line Bike Club Volunteer Resource Center.

Medical – Accident, Injury, First Aid

Bike Club volunteers are prohibited from dispensing medication. This is the responsibility of school personnel.

A first aid kit has been issued to each club. This will include a roster and emergency contact list for all participants at the Bike Club site. This should always be available, especially during off campus trips.

In the case of an injury or medical incident involving a student, the faculty sponsor will determine the appropriate action to take, including whether to notify a parent or guardian, summon an ambulance or other assistance.

Incident Reporting

Any incident involving violence, or threats of violence, or theft, vandalism or other illegal behavior must be reported to a Bike Club program manager.

Attendance Reporting

The attendance of every participating student, faculty member and adult volunteer must be recorded at each Bike Club session and reported to Bike Club.

Training

Faculty Sponsors and Lead Volunteers must attend mandatory Bike Club training sessions. Other adult volunteers are encouraged to attend training sessions and familiarize themselves with the materials on the Volunteer Resource Center located on Bike Club website.

Behavior, Role Modeling

Bike Club volunteers are expected to model appropriate behavior including, among other things, proper riding safety (you must ALWAYS wear a helmet and safety vest when on a bike) and cooperative interactions among adults.

Social Emotional Development

Bike Club is about riding bikes. But Bike Club also supports the social and emotional development of youth. Many of the children served by Bike Club have experienced trauma, at various levels, and this may affect their interactions with others. The relationships formed by consistent exposure to caring adults is critical for many youth to have someone or something they believe in. This is the cornerstone of hope.

Bike Club offers training opportunities and materials that can help volunteers better understand how developmental relationships work and some of the issues facing many youth attending the schools where Bike Club is offered.

Some terms Bike Club volunteers will hear around schools include:

SEL – Social Emotional Learning is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

ACEs – Adverse Childhood Experiences is the term used to describe all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. According to the Centers for Disease Control, ACEs have been linked to risky health behaviors, chronic health conditions, low life potential, and early death.

Information about these topics and more can be found at bikeclubtulsa.com.

Communication

Staying Connected

- Bike Club Newsletter Sign-Up: bikeclubtulsa.com/newsletter
- Closed Group Facebook Page: facebook.com/groups/bikeclubtulsa
- Instagram: instagram.com/bikeclubtulsa
- GroupMe Mobile App: groupme.com

Additional Programming

Bike Club has arranged additional programming and enrichment that can be “pushed-in” to sessions or be used when weather forces a session indoors.

Circuit Partners provide a short (20-30 minutes) on-site informative program for children. Because of the number of clubs, not every Circuit Partner will visit every club. Bike Club will schedule these visits with the Faculty Sponsor and Lead Volunteer.

- Tulsa Health Department – Bike Blender/Nutrition Education
- Tulsa Police Department – Bike Squad/Traffic Safety
- Youth Services of Tulsa – Safe Place
- Metropolitan Environmental Trust – Residential Recycling

USA BMX STEM Kits have been provided for many of the elementary Bike Club sites. These kits include a curriculum guide and the parts for 5 BMX bikes. Some Bike Clubs have assembled and disassembled bikes as an indoor activity, giving students experience with tools and the components of the bike.

Major Taylor was the world’s fastest man at the dawn of the 20th Century. In conjunction with the Major Taylor Association and WPX Energy, each student participating in the Bike Club will receive the illustrated children’s book “Major Taylor, Champion Cyclist.” Distribution of the books will happen in late fall and will provide discussion points for volunteers about grit, determination and sportsmanship.

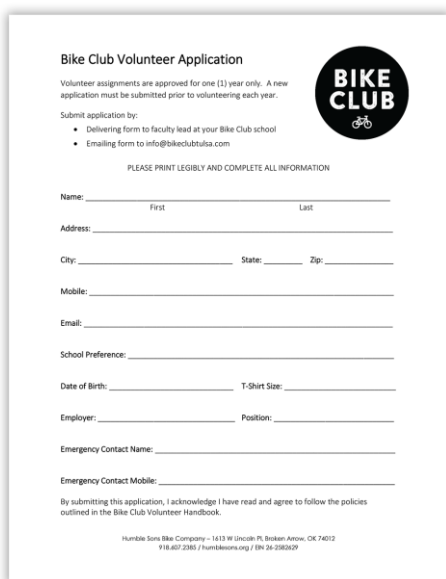
Tulsa City-County Library offers library visits as a Bike Club field trip. During these visits, students will receive a library card, be oriented to the library and how to access materials, and other activities.

Humble Sons Bike Company Contacts

Executive Director	Jason Whorton	918-607-2385	jason@humblesons.org
Program Manager	Mike Wozniak	918-830-1150	mike@humblesons.org
Program Manager	Adam Vanderberg	918-810-5072	adam@humblesons.org
Board of Directors	Gary Percefull Susan McCalman Lucy Dolman Justin Langston Gabrielle Platt	918-378-0913	gary@percefull.com

Volunteer Applications

Available for download from the Volunteer Resource Center



Bike Club Volunteer Application

Volunteer assignments are approved for one (1) year only. A new application must be submitted prior to volunteering each year.

Submit application by:

- Delivering form to faculty lead at your Bike Club school
- Emailing form to info@bikeclubtulsa.com

PLEASE PRINT LEGIBLY AND COMPLETE ALL INFORMATION

Name: _____
First List

Address: _____

City: _____ State: _____ Zip: _____

Mobile: _____

Email: _____

School Preference: _____

Date of Birth: _____ T-Shirt Size: _____

Employer: _____ Position: _____

Emergency Contact Name: _____

Emergency Contact Mobile: _____

By submitting this application, I acknowledge I have read and agree to follow the policies outlined in the Bike Club Volunteer Handbook.

Humble Sons Bike Company - 1433 W Lincoln Pl, Broken Arrow, OK 74012
 918.407.2385 / humblesons.org / EIN 24-2982629

Bike Club
 Volunteer Application
[Download PDF](#)

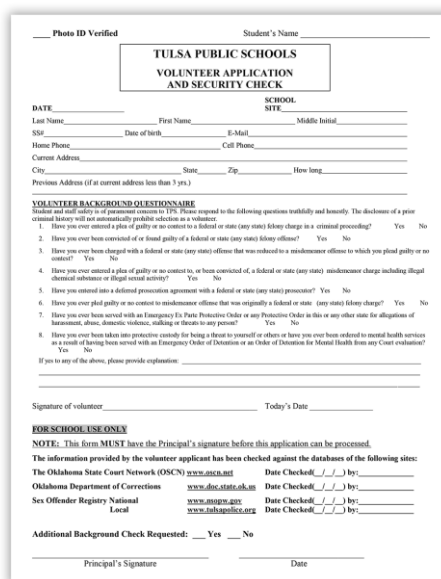


Photo ID Verified Student's Name _____

TULSA PUBLIC SCHOOLS
VOLUNTEER APPLICATION
AND SECURITY CHECK

DATE _____ SCHOOL SITE _____

Last Name _____ First Name _____ Middle Initial _____

SSN _____ Date of Birth _____ E-Mail _____

Home Phone _____ Cell Phone _____

Current Address _____

City _____ State _____ Zip _____ How long _____

Previous Address (if at current address less than 3 yrs.) _____

VOLUNTEER BACKGROUND QUESTIONNAIRE
 Student and staff safety is of paramount concern to TPS. Please respond to the following questions truthfully and honestly. The disclosure of a prior criminal history will not automatically preclude selection as a volunteer.

1. Have you ever entered a plea of guilty or no contest to a federal or state (any state) felony charge in a criminal proceeding? Yes No
2. Have you ever been convicted of a federal guilty of a federal or state (any state) felony offense? Yes No
3. Have you ever been charged with a federal or state (any state) offense that was reduced to a misdemeanor offense to which you pled guilty or no contest? Yes No
4. Have you ever entered a plea of guilty or no contest to, or been convicted of, a federal or state (any state) misdemeanor charge including illegal chemical substance or illegal sexual activity? Yes No
5. Have you entered into a deferred prosecution agreement with a federal or state (any state) prosecution? Yes No
6. Have you ever pled guilty or no contest to misdemeanor offense that was originally a federal or state (any state) felony charge? Yes No
7. Have you ever been served with an Emergency Ex Parte Protective Order or any Protective Order in this or any other state for allegations of harassment, abuse, domestic violence, stalking or threats to any person? Yes No
8. Have you ever been taken into protective custody for being a threat to yourself or others or have you ever been ordered to mental health services as a result of having been served with an Emergency Order of Detention or an Order of Detention for Mental Health from any Court evaluation? Yes No

If yes to any of the above, please provide explanation: _____

Signature of volunteer _____ Today's Date _____

FOR SCHOOL USE ONLY

NOTE: This form MUST have the Principal's signature before this application can be processed.

The information provided by the volunteer applicant has been checked against the databases of the following sites:

The Oklahoma State Court Network (OSCN) www.oscn.net Date Checked(/ /) by: _____

Oklahoma Department of Corrections www.doc.state.ok.us Date Checked(/ /) by: _____

Sex Offender Registry National www.mogipr.gov Date Checked(/ /) by: _____

Local www.tulsaworld.com Date Checked(/ /) by: _____

Additional Background Check Requested: Yes No

Principal's Signature _____ Date _____

Tulsa Public Schools
 Volunteer Application and Security Check
[Download PDF](#)

Humble
Sons
BIKE CO