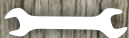




BOISE BICYCLE PROJECT



VOLUNTEER HANDBOOK

2017 EDITION



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INTRODUCTION

WELCOME TO BOISE BICYCLE PROJECT!



I can still remember waking up early on Christmas morning in 1986, the 4th year of my life. I actually don't think I even fell asleep that night. I knew I was getting a bicycle, it was the only thing I asked for, and the only thing I wanted. When I ran into the family room and looked under the tree, there it was, my very first bike. It was a white and black BMX bike with off road tires and Murray written on the side in bright red letters. I had just received my first key to the world; the adventures to come would be limitless.

The idea of Boise Bicycle Project (BBP) originated from Co-founder Brian Anderson and my shared passion for cycling and shared dissatisfaction with Boise's incomplete cycling community. We knew there must be other people in Boise who felt the same way, we knew Boise needed a community ran bicycle cooperative that would offer bicycles and bicycle education to everyone regardless of income, and we knew that with the help of the community, we could make it happen.

In October 2007 Brian and I purchased 60 bicycles from the Boise Youth Ranch for \$20. We began fixing them out of a 200 sq. ft.



studio apartment and distributing them to children of low-income families. Soon, the word caught on and we quickly outgrew the small studio. The community began sending us all of their old bikes, and volunteers began to pour in.

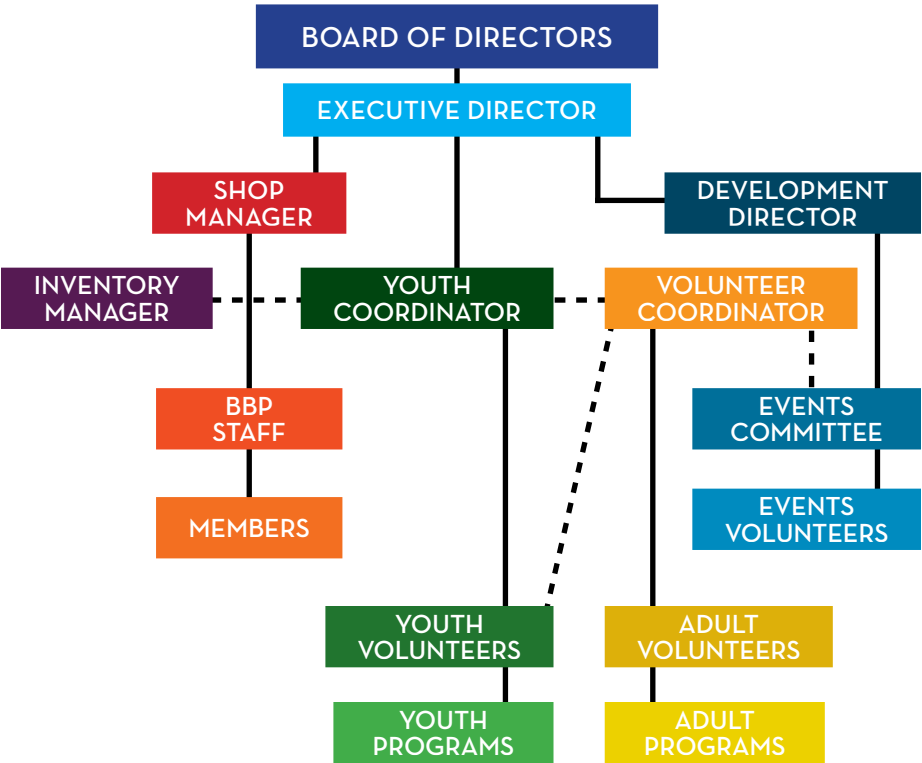
In February 2008 we moved into the old Boise Rescue Mission and the bicycle cooperative really began to take form. After a year in the building we have enjoyed the participation of over 500 volunteers, and with their help, have fixed and distributed over 425 bicycles to the community in need.

BBP is completely volunteer ran, and we are very proud of that. We are proud of Boise and its amazing cycling community. Most of all, we are excited about the future of BBP and how it will continue to make huge differences in the community.

Thank you for your participation with Boise Bicycle Project. We hope you enjoy the limitless adventures to come.

Jimmy Hallyburton, Executive Director and Co-founder of BBP

ORGANIZATIONAL CHART



- Defines and makes choices relating to the mission and direction of BBP
- Directs pathway toward accomplishing mission, vision and goals. Spokesperson of the BBP
- Leads and creates a functional shop environment for daily operations and coop goals
- Creates, develops and assists with engagement opportunities in the community
- Directs the pathway of bicycles, parts and inventory into BBP's programs
- Creates opportunities for youth to experience the benefits of BBP's programs
- Creates opportunities for adults to contribute to and benefit from BBP's programs
- Provides public acces to DIY education, empowerment and quality bicycles
- Assists Development Director with exploring and implementing outreach opportunities/ events
- Volunteers under 18 looking to build a brighter future for BBP and biking in Boise
- Volunteers over 18 looking to build a brighter future for BBP and biking in Boise
- Volunteers of all ages helping BBP reach a larger audience and fundraise through events



HISTORY

Boise Bicycle Project (BBP) was founded in October 2007 by two firefighters / bike mechanics / visionaries named Brian Anderson and Jimmy Hallyburton. What started as an idea during the 2007 Fire Season quickly took shape under the guidance of Idaho Federation of Families (an existing nonprofit organization). With support from Boise’s rising bicycle community, it has become a fully functional volunteer run non-profit bicycle cooperative. It is managed by a dedicated board of directors.

MISSION

Boise Bicycle Project is a community-oriented effort to promote the personal, social, and environmental benefits of bicycling. It functions as a bicycle recycling center as well as a free educational workspace in a diverse and non-threatening atmosphere. Through education and access to inexpensive bicycles, we strive to build a stronger bicycling community.

PLEDGE

When you enter our doors, you are entering a place of love, empathy and community. While inside you will be treated with the same amount of respect and regard as everyone you’re sharing the shop with. When you leave our building, we hope to send you with the tools and confidence to connect you to your next opportunity on two wheels. This is our pledge, promise, and commitment to the community.

VISION AND VALUE

BBP believes that Boise has the potential to become the bicycling capital of the USA. By creating a permanent community cycling center, BBP is helping Boise reach that potential.

In a perfect world, everyone (regardless of income) would have access to a quality-sustainable bicycle that they could be proud of. By recycling used bikes and teaching bicycle education, BBP strives to make this access attainable.

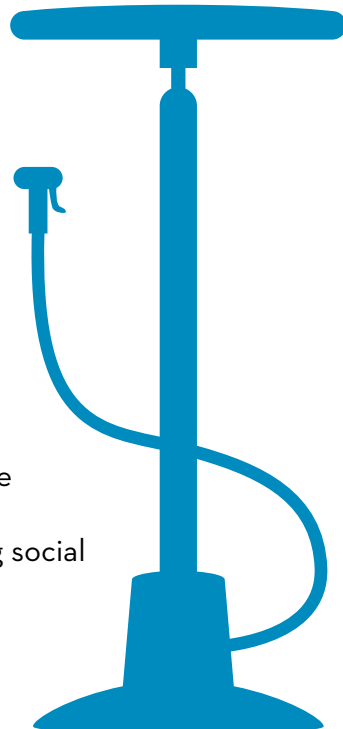
Bicycle shops can be an intimidating place for many people. BBP envisions a bike shop where everyone (regardless of age, gender, sexual orientation, race, or any other boundary) can build confidence and increase knowledge in a welcoming environment.

There are many kids in our community that need bicycles, but cannot afford them. Kids are a major focus at BBP Through donations and volunteer programs we strive to get more kids on bicycles at no monetary cost.

Many bikes are sent to the landfill when they become unusable. BBP takes the environmentally friendly aspect of cycling to the next level by recycling these bicycles and their parts in order to build better stronger bikes.

By building partnerships with other like-minded organizations, we hope to be a more complete service to the entire community.

BBP is a non-specific bike shop. We welcome road cyclists, mountain bikers, BMX, fixed gears, cruisers, and all other bicycle sub-cultures. We seek to close the gaps that separate these cultures by creating an exciting social community bicycle center.



WHAT TO EXPECT WHEN YOU VOLUNTEER AT BBP

VOLUNTEER OPPORTUNITIES

Walk-in Volunteer Night

Every Tuesday and Thursday night from 6 – 8 pm we host a walk-in volunteer night. No experience necessary! Volunteer nights are focused on using extra hands to complete important upcoming shop projects. They are a fantastic opportunity to gain knowledge, socialize with other volunteers, and participate in a wide variety of projects.



Day shift take-apart and build-a-bike

During our open shop hours, we will have multiple openings available for volunteers to come in and assist with shop operations by either repairing children's bicycles, taking apart donated bicycles, recommending repairs for as-is bicycles, or beginning to repair adult bicycles for sale.

Day-Shift Shop Assistant

During open hours we will also have some non-wrenching opportunities such as accepting donations, assisting customers with finding parts, signing up for stand time, and filling out work-trade information. It's a great way to hang out with some awesome people and connect people with BBP!



Special Events

BBP is constantly conducting special events that take place both in and out of the shop. Whether it's running bike parking or pouring a good brew, there is certainly no shortage of great opportunities volunteers can participate in that don't involve wrenching on bikes. We will keep volunteers up to date on all the special opportunities and brief those who sign up on any special rules or circumstances that may apply. Also, interested volunteers can participate in the Events Committee, which deals with all things fun and eventful!

Orientation Mentor/Volunteer Night Leader

For experienced volunteers looking to usher in the next generation of BBP regulars there will be ample occasions to impart their knowledge, stories, and experience. These volunteers are especially needed during our volunteer orientations and volunteer nights. Shifts will be posted concurrently with volunteer nights and orientation events.

Volunteer Leadership Committee

For those volunteers looking to take their service and BBP to the next level we encourage them to sign up for the Volunteer Leadership Committee. Meetings of this committee will focus on improving the volunteer experience at BBP and developing innovative volunteer programs and opportunities.

KIDS VOLUNTEERING AND VOLUNTEERING WITH KIDS

BBP was founded giving bikes to children in need. Since then we have grown into a fully-fledged community bicycle cooperative, but we still retain those roots of providing bicycles and bicycle knowledge to kids. There is no age limit for volunteering! We do, however, require that children under 18 years old be accompanied by a parent or guardian when volunteering. This way we can provide youth the attention they deserve when building new skills. Graduates of our Youth Earn-a-Bike program do not require parent or guardian supervision when volunteering.

Because working with children is such an important part of what we do here at BBP it is important that we have guidelines when it comes to volunteers working with kids. Even volunteers who have not signed up to assist with a youth specific program may still be in proximity to children working in and around the shop so we hold everyone to the same standards. When working with kids, it is crucial that there are always at least two adults present at any time. Also, children can only be transported by their parent or legal guardian.



WHERE YOU'LL BE VOLUNTEERING

Volunteering at BBP is more than just wrenching on bikes. There's plenty of that to do, but volunteers also join us for events we hold out and about in Boise. Our expectation is that you will follow all the guidelines in this handbook whether you are at the shop or on the road.

DRESS CODE

The BBP has a casual dress code, but volunteers frequently encounter grease and grime. This means you are free to wear your Sunday best, but if you customize them with some nifty new grease stains don't say we didn't tell you so! On that note, we do have a great selection of shop aprons you can borrow that make for a fashionable and functional way to protect even your slickest duds. While we're talking about fashion choices, Boise gets hot and it is tempting to wear sandals or flip-flops. What's not so tempting is a crushed, stubbed, or cut toe! It is important to remember that there are absolutely no open-toed shoes allowed while working in the shop.

SAFETY

Safety is our middle name! Not really, we have lots of different middle names, but we do care a lot about safety, both yours and ours. In the shop, volunteers have access to an impressive array of awesome tools. If you don't know how to use one, ask! Improperly used tools can damage bicycles, the tools themselves, and, more importantly, people.

We love group rides! But more importantly we love safe group rides so when out riding as part of a BBP event please obey all relevant traffic laws. If you are unfamiliar with them, it's cool we got you covered! Safe Riding Classes are part of what we do at BBP!

In the unlikely event of a fire, STOP, DROP, AND ROLL! (just kidding) what you should really do is proceed to the nearest exit and follow staff and volunteers to your reporting location.

Minor bumps and scrapes may occur while wrenching but if you get seriously cut, scuffed, scraped, or lose a boxing match with an unruly huffy cruiser, please report it immediately to the volunteer coordinator or another staff member! A first-aid kit is located behind the front desk in case any tools, bikes, parts, or anything else gets the better of you--P.S. it happens to the best of us.



SHOP GUIDELINES

1. Be respectful of yourself, others, & the shop.
2. Please put things away and leave the shop cleaner than you found it.
3. Think before you act.
4. Keep Conversations and Commentary "G" rated, especially when there are kids around!
5. Ask questions if you are unsure.
6. Have Fun!

SAFE SPACE POLICY

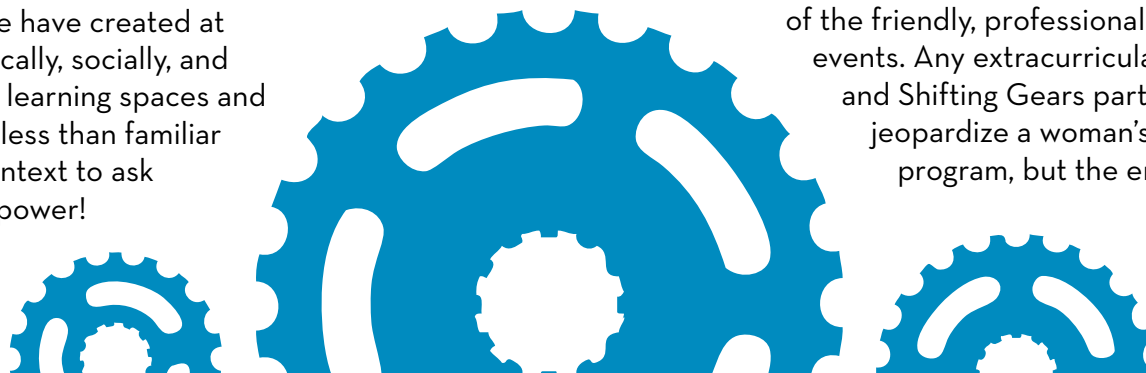
To better fulfill our mission to promote the personal, social, and environmental benefits of bicycling, Boise Bicycle Project is committed to being a Safe Space for all our patrons, members, volunteers, and staff. What does this mean you ask?

It means that we are dedicated to be an inclusive and welcoming space for all people. Volunteers are prohibited from engaging in ANY discriminatory or harassing behavior, based on somebody's protected status. Protected status includes religion, age, sexual orientation, gender identity/expression, disability, race, color, genetic information, or national origin.

Ours is a space of mutual appreciation, respect, personal empowerment and so like when riding planes, trains, automobiles, and tandem bikes, please keep all limbs safely tucked inside your own personal space. Everyone has different personal boundaries and they should all be respected equally. It may be okay to hug your Grandpa, but the same standard might not apply to the friendly folks you meet at volunteer night.

Despite that saying about sticks and stones and bones, words do matter. As part of our pledge and mission to make BBP a place of love and community it is important that volunteers are cognizant of what they are saying. We have lots of fun here at BBP and are constantly joking around. It is crucial, however, that conversation and jokes are rated PG. Also, any joke that stereotypes, demeans, or disparages any person of any protected status will not be tolerated.

Lastly unlike Area 51 the space we have created at the BBP is accessible to all; physically, socially, and personally. We promote inclusive learning spaces and encourage anyone who is feeling less than familiar with terminology, concepts, or context to ask questions because knowledge is power!



“CLOSE” ENCOUNTERS

We don't take ourselves too seriously here at BBP and we like to keep volunteering relaxed and social. However, this is still a professional setting and there are some lines that are best left uncrossed. Initiating a romantic encounter with a fellow volunteer is up to you, but BBP is not liable for any fallout from on-the-job romances gone awry.

Additionally, no BBP staff member who directly supervises or otherwise influences a volunteer's position shall not, under any circumstance, in any way, shape, or form be permitted to engage in a relationship with a volunteer.

It is of crucial importance that volunteers who work with participants in the Shifting Gears Program keep these relationships completely professional. Shifting Gears is an amazing program that helps incarcerated women give back to the community and earn a bike when they are released. It is important for the continuing success of this program that volunteers do not share any personal contact information or attempt to initiate any relationship outside of the friendly, professional one shared at sanctioned events. Any extracurriculars between volunteers and Shifting Gears participants could not only jeopardize a woman's ability to participate in the program, but the entire program itself.

NUTS AND BOLTS RULES

DRUGS AND ALCOHOL

We accept all types at BBP, including party animals. However, it is important that the party gets reigned in a little while you're serving. This means volunteers are expected to show up (and leave) sober from every volunteer shift they are signed up for.

TOBACCO

If you vape, smoke, sniff, eat, dip, or have some other way of using tobacco please do not do it inside of the building or near either entrance.

WEAPONS

There are absolutely NO weapons of any kind allowed on the premises ever, for any event, at any time. If you can't bring it on your next flight to the Bahamas you can't bring it in the shop! Thus Pocket knives or multitools with blades less than 3 inches in length are acceptable.

PHONES AND COMPUTERS

If part of your volunteer duties requires you to use a computer at BBP we expect that you will use that computer only for official BBP business. Official business includes logging volunteer hours, unofficial business involves snapchatting all the instachats on your personal twitterbooks.

If you have the pleasure of answering one of our telephones it is important that you treat all callers with courtesy and tact. This includes clearly identifying yourself and doing your best to answer any questions the caller has. If you don't have an answer for them it is perfectly acceptable to politely ask them to hold and find a staff member who can answer their question for them. It is not, however, acceptable to tell the caller that their mother was a hamster and their father smelt of elderberries.



PERSONAL KNICKS, KNACKS, SACKS, AND PACKS

It's a fast moving space at the BBP sometimes and while we hope our things don't grow legs and pedal away while we're not looking, we also hope others don't swipe, plunder, loot, pillage or do anything that may make one go AAARG! IF however your personal treasures do go missing they may be encountered in our Lost & Found, otherwise we are not responsible for their disappearance.



SPEAK UP POLICY

If you see something say something! We are dedicated to the safety and wellbeing of our volunteers, employees, members, and patrons. If you witness someone engaging in unethical or illegal conduct do not be afraid to bring it up to your volunteer coordinator or other supervisor. BBP is dedicated to making our space welcoming and safe for all and anyone reporting information in good faith will never be retaliated against.



BOISE BICYCLE PROJECT AGREEMENT AND RELEASE OF LIABILITY

RECITALS

In exchange for good and valuable consideration of being a volunteer at Boise Bicycle Project, volunteer hereby agrees to the following terms, conditions, and release of liability (“Agreement and Release”) as set forth herein:

TERMS, CONDITIONS AND RELEASE

1. Volunteer agrees that he/she will abide by all instructions of the BBP employees administering the programs and will treat all BBP employees, volunteers, patrons, and other Program participants with respect.
2. Volunteer agrees that he/she will attend the scheduled shifts and events at the times and locations specified by the BBP employees administering the programs and will not be tardy or engage in unexcused absences.
3. Volunteer agrees to abstain from use of any illegal drugs or alcohol that would impair Volunteer to any degree during the scheduled shifts and events.
4. Volunteer agrees to devote his/her full attention and efforts to their assigned duties during participation in any scheduled shift or event.
5. Volunteer acknowledges and agrees that BBP may terminate the Volunteer’s participation in the Program for any reason in BBP’s sole judgment, including but not limited to violation of any of the terms of this Agreement and Release, violation of any applicable law, or failure to abide by the guidelines set forth in the Volunteer handbook.
6. ASSUMPTION OF RISK: By signing this Agreement and Release, Volunteer acknowledges that participation in programs will include potentially hazardous activities, including but not limited to use of hazardous chemicals and solvents, heavy tools, pressurized equipment and other potentially dangerous machinery, as well as test riding bicycles in traffic. Volunteer acknowledges that these are dangerous activities that carry with them certain hazards and risks, including serious bodily injury or death, all of which the Volunteer acknowledges and has hereby been made aware, and with regard to which Volunteer agrees by signing below, Volunteer understands all of the points set forth above and accepts and assumes the risks and dangers of participation in programs, including but not limited to the points listed above, and acknowledges Volunteer’s safety is his/her responsibility.

7. WAIVER AND LIMITATIONS OF LIABILITY: In consideration for admission to and participation in BBP programs, to the fullest extent allowed by law, Volunteer hereby releases the BBP, its directors, officers, employees, volunteers and agents (collectively “Releasees”) from any and all liability for any and all claims and causes of action which Volunteer may hereafter have on account of ANY AND ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES TO PROPERTY AND/OR BODILY INJURY, INCLUDING DEATH however caused, resulting from, arising out of or in any way connected with participation in the Program and any other related BBP programs, including but not limited to injury caused by the negligence of the Releasees or any other person. To the extent any claim is not waived by this clause, Volunteer further agree that damages against any party in any suit based in contract, tort, or any other legal theory shall be capped at the price paid to BBP for participation in programs or purchase of any related bicycles, parts or services, and Releasees will have no liability in excess of that amount.
8. INDEMNITY: Volunteer agrees to indemnify the Releasees and to assume and be responsible for all harm, injury or damage caused by Volunteer to any of the Releasees, the Releasees’ property or equipment, or other persons arising out of or relating to participation in the Program.
9. CHOICE OF LAW AND VENUE: This Agreement and Release shall be construed and interpreted in accordance with the laws of the State of Idaho without reference to its choice of law provisions. The venue for any claims or litigation related to Volunteer’s participation on the Program will be in the District Court of the Fourth Judicial District of Idaho in and for the County of Ada.
10. SEVERABILITY: If any provision, sub-part, sentence, or other individual piece of this Agreement and Release is determined to be legally invalid or without legal enforceability, the rest of this Agreement and Release shall remain effective.
11. Volunteer enters into this agreement on behalf of himself/herself, his/her heirs, executors, administrators, personal representatives and assigns. This Agreement and Release shall be binding upon the Volunteer, the Volunteer’s heirs, executors, administrators, personal representatives, and assigns, and shall inure to the benefit of the Releasees and their successors and assigns.

IN WITNESS WHEREOF, this Agreement and Release is executed on the date below:

Volunteer Name:	Birthday:
Volunteer Signature:	

If the Volunteer is under the age of 18 years, the attached “Parental Consent and Release of Liability” shall be signed and made a part of this Agreement and Release.



Thanks for riding.