



## Bike to Work Week May 29 – June 4, 2006

### Team Captain's Checklist

Use the checklist to assist in organizing your team.  
These points are suggestions only.

Activity	Date Done	yes	no	n/a	Comments
Obtain Corporate approval to participate in Bike to Work Week					It is not essential to obtain approval but Corporate approval indicates support and may be helpful.
Register as a Team Captain					Tel: 905-688-8248 ext 7394 or fax form to 905-688-7024
<b>Register</b> for the May 1, 2006 launch <b>prior</b> to April 24, 2006.					
Pre-register for a Team Captain's Orientation Session. You will learn tips on leading a successful Bike to Work Week.  These sessions are optional.					April 24 from 3 – 4 pm Foster Wheeler Building, 509 Glendale Ave., NOTL; May 1, 10 -11 am Regional Municipal Offices, Corporate Services Boardroom; May 11, 7 -8 pm Regional Municipal Offices;;Pre - register by telephoning 905-688-8248 ext 7394.
Post the 'Like to Bike?' cycling education and Bike to Work Week flyers					Download additional copies from <a href="http://www.rnbc.info">www.rnbc.info</a> .
Order Bike to Work Week print resources					Use order form or telephone 905-688-8248 ext 7344
'Talk it up' to colleagues					
Arrange for refreshments					
Secure workplace prizes					You may want to conduct a local draw for your workplace.
Photocopy ballot template provided.					See <a href="http://www.rnbc.info">www.rnbc.info</a> if another ballot template is required
Purchase Bike to Work Week T-shirt from; Regional Municipal Offices, Clerk's Office 2201 St. David's Rd., Thorold					The first 50 Team Captains to register teams of 10 cyclists receive a FREE T-shirt. T-shirts will also be sold at the launch on May1, and at the Team Captains' Orientation sessions
Workplace advertisement – write an article for the newsletter					