**Sample Letter for Planning Team**

Date:

Dear \_\_\_\_\_\_\_\_\_\_:

I would like to extend an invitation to you to become a partner in a ***cycling skills clinic*** for \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The ***clinic*** provides an opportunity for many people to work together to promote the message of bicycle safety for all children.

Your involvement as a partner will include being on the team to plan and conduct the event. My goal is to assemble a team of people who represent agencies and organizations in our community who work on behalf of children. Once the team is assembled, tasks to carry out the event will be assigned based on interest and expertise. Partners are invited to recruit volunteers to assist in implementing the event.

Our first planning meeting is schedule for (date) and (time) at (location). Please call (phone number) to confirm your interest. I look forward to the opportunity to work with you to help children learn how to bicycle safely in our community.

Sincerely,

Event Coordinator

**Sample Letter of Invitation to Planning Team Members**

Date

Dear (Insert Partner Name):

Do the children you know understand how to ride a bike safely? Do they wear bicycle helmets every time they ride? How many bicyclists do you see obeying all traffic signs and signals?

Children in our community are oftentimes injured or killed because they simply lack the information and education they need to make safety smart decisions in traffic. Let’s give our children a place where they can go to learn, practice, and improve the skills needed to ride bicycles safely, rather than get together to talk about what we could have done **after** a child is injured or killed.

Let’s provide our children with messages to reinforce to their parents and caregivers so adults know how to properly reinforce the correct safety information. Our children can lead the way to safe bicycling behavior for all bicyclists, including adults.

I need your help and support to plan and conduct a ***cycling skills clinic*** in our community. This invitation is being extended to many partners from a wide variety of organizations and businesses that are invested in keeping children and families safe while bicycling.

You are invited to be a member of the project team who will be planning and presenting a ***cycling skills clinic***. At our first meeting, which is schedule **for (date) at (time) at (location),** (1) tasks will be identified and assigned to project team members based on interest, expertise, and availability; (2) help will be requested to recruit volunteers to assist at this event; and (3) a timetable for organizing the clinic will be presented.

Please call **(phone number)** to confirm your attendance at this first meeting. I look forward to having you contribute to this effort to help our community’s children become safe bicyclists.

Sincerely,

Event Coordinator

**Sample Parent/Caregiver Letter:**

Date:

Dear Parents/Caregivers:

As part of our school’s bicycle safety program, we will be conducting a ***cycling skills clinic*** on \_\_\_\_\_\_\_ (date). The bicycle safety skill event is a simple and fun activity to teach your child important bicycle safety lessons. The safety skill event consists of \_\_\_\_\_ number of stations that allow your child to learn and practice proper bicycling skills.

In order for your child to participate, the following is required:

1. You must review, sign, and return the attached release by \_\_\_\_\_\_\_.
2. Children must wear bicycle helmets and shoes that fasten (no flip-flops allowed).
   1. If your child has a bicycle helmet, please send it with the child to the event.
   2. If your child does not have a bicycle helmet, every effort will be made to provide either a loaner helmet for use during the activity, a discounted helmet for your purchase, or a free helmet if your family qualifies. If a helmet is needed, please discuss this with your school guidance counselor prior to the event so arrangements for a helmet can be made for use during the clinic.
   3. Please reinforce to your children that they may not participate without wearing helmets throughout the activity, no exceptions.
3. Insert information about bringing the child’s bicycle if this applies.

Sincerely,

Event Coordinator

**Sample Parents’ Letter**

Date:

Dear Parents and Caregivers:

As part of our school’s bicycle safety program, we are conducting a ***cycling skills clinic***. This event is a simple and fun activity to teach your child important bicycle safety lessons, including helmet fit, bicycle inspection, rules of the road, bike control and an introduction on how to ride in traffic and react to hazardous conditions. The ***cycling skills clinic*** offers a safe learning environment to practice skills and problem-solving. If the principles of bicycle safety are followed by both children and their parents, by both bicyclists and motorists, many bicycle crashes can be prevented. Your child will bring home material to review with you; your role after the clinic is critical to reinforcing the practice and behavior needed to enhance your child’s skill in riding safely. We hope through your child’s learning, you will also learn ways you can model safe behavior as a bicyclist and as a motorist. The ***cycling skills clinic*** will take place on:

**Date:**

**Time:**

**Location:**

Your child will need to bring the attached release signed by a parent or guardian, and a bicycle and helmet to the course. There is no charge for this event. In fact, we invite you to come and join in the fun!

This program is presented by (list of sponsors) in collaboration with (who you represent).

Sincerely,

Event Coordinator

**After Event Sample Take Home Letter/Education**

DateDear Parent,

Today your child learned basic bicycling skills and safety rules. The instruction presented was based on bicycle crash research, and to be truly effective, it needs to be reinforced by you. Ensure your child does the following to keep him/her safe:

* **Wears a bicycle helmet every ride**. Properly fitted and buckled helmets save lives. Seventy-five percent of all serious bicycle injuries involve a head injury that might have been prevented, if the bicyclist was wearing a helmet. Many States or jurisdictions have bicycle helmet laws for children. It is highly recommended that bicyclists of all ages wear a helmet designed for bicycling that meets the safety standards set forth by the Consumer Product Safety Commission (CPSC). Parents and other adults who wear helmets protect themselves from potential head injuries and al so set a proper example for others.
* **Rides with traffic.** The law requires all bicyclists to ride on the right-hand side of the road in the same direction as traffic. Riding against traffic has been shown to be a contributing factor in one out of every five bike/car crashes. This is because riding against traffic puts bicyclists where motorists least expect them. Motorists turning right normally only look for traffic coming from the left, not from the right.
* **Stops and looks before entering a street**. Explain and practice stopping and looking for traffic at the end of a driveway, parking lot, or alley. Practice by looking left, then right, then left again for traffic; proceed when clear. Riding into the street from a driveway without stopping is the cause of half the bike fatalities to kids 8 and under. It accounts for about one-third of serious crashes involving children 8 to 12.
* **Obeys signs and signals.** Reinforce that bicyclists must stop at stop signs and red lights and what it means to yield to traffic and pedestrians. Failure to obey signs and signals is another major cause of bicycle/car collisions involving children. Stopping for traffic control devices should be stressed so it becomes a habit.
* **Makes safe decisions.** Your child must stop, look, and decide for him- or herself if the road is clear before exiting a driveway, crossing a street or making a turn. It is not safe to just follow a friend.
* **Scans for traffic.** Emphasize looking behind (over his/her shoulder) for traffic before turning or changing positions on the roadway. If there are lots of cars behind, the rider should get off the bike and walk across the intersection using the crosswalks, if available.

Thank you for allowing your children to take on this exhilarating sport and helping them learn how to do it safely. If bicycling is not already a family activity, give it a try! For further information contact:

Sincerely,

**Sample Letter for Caregivers**

Date:

Dear Caregiver:

Part of getting children ready to go out into the world is helping them know how to be safe in traffic. Whether walking or riding a bicycle, children need to know how to respond safely and properly on sidewalks and streets.

Let’s start now to build your child’s traffic safety knowledge and skills. Please join us at the upcoming ***cycling skills clinic*** where your children will have an opportunity to learn, improve, and practice lifelong skills that may save their lives. The ***cycling skills clinic*** will take place on:

**Date:**

**Time:**

**Place:**

Your children will need to bring their bicycle and bike helmet along with the enclosed consent form, signed by a parent or guardian. We will be inspecting bicycles, and only bicycles in working order will be allowed onto the course. Your child also should be able to ride a bike to participate in this event. All participants will be required to wear a bike helmet. If your child does not have a bike helmet, we can provide one for temporary use at the event and can assist you in identifying the proper helmet size needed when you purchase one.

This program is presented by **(list project partners)** in collaboration with \_\_\_\_\_\_\_\_\_\_\_\_.   
There is no charge for this event.

Don’t let your child miss this important opportunity to learn and practice bicycle safety skills at this clinic.

Sincerely,

Event Coordinator

**Sample Thank You Letter**

Date:

Dear \_\_\_\_\_\_\_\_\_\_:

The success of the recent cycling skills clinic held on **(date)** at **(location)** depended on the effort and support of many people who care about moving kids safely in our community on our streets and neighborhoods. Kids riding bicycles is a common event everywhere we go. The cycling skills clinic allowed children to learn and practice the skills they need to make every bike ride a safe one.

Thanks to your efforts, our event helped reach many children who needed that support and education—CONGRATULATIONS!

At our event, our **(number of volunteers)** volunteers representing **(names of participating agencies/organizations)** worked with **(number of children participating in the course)** children. Thank you for helping make this event possible!

I look forward to future opportunities where we might join together again to give children and families in our community ongoing opportunities to apply their knowledge and skills towards traffic safety.

Sincerely,

Event Coordinator

**Sample News Releases**

Date Contact:

Phone:

**CYCLING SKILLS CLINIC OFFERED**

A bicycle safety clinic that allows participants to learn and practice bicycle skills will be held on **(date, time and place).**

The clinic will provide children ages \_\_\_\_\_\_\_\_ with an introduction to bicycle safety, including rules of the road, bike fit and maintenance, helmet fit, and bicycle skills.

“We’re excited to be able to present the cycling skills clinic for children in our community,” says (planning team coordinator). “Through this clinic, children in our community will be able to learn and practice skills essential to keep them safe and cycling for life.”

The cycling skills clinic is being presented by (list sponsors and planning team members).

For more information about the cycling skills clinic or other bicycle safety resources, contact **(your organization and contact information).** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Contact:

Phone:

**Cycling Skills Clinic to be Held**

Remember the feeling of first learning to ride a bicycle on your own—without training wheels and without a parent’s balancing hand? Remember the sudden rush of freedom?

**(YOUR ORGANIZATION)** is sponsoring a cycling skills clinic designed to teach bicyclists the skills needed to be a safe cyclists. Bicyclists will be taught skills and defensive riding techniques to help them become safe riders to enhance their enjoyment of bicycling.

The ***cycling skills clinic*** will be held **(day, time, location)**. Bicyclists ages \_\_\_\_\_\_\_\_ are invited to attend. This event is made up of a series of exercises and stations that teach important aspects of safe cycling. Participants will have their bicycles inspected, and learn and practice bicycle-handling skills. Parents are invited to participate, too.

For more information, contact **(your contact information).**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sample News Releases** (continued)

Date Contact:

Phone:

**Police Cyclists to Visit Cycling Skills Clinic**

A ***cycling skills clinic*** will be held **(day, date, time, location).** Bicyclists ages \_\_\_\_\_\_\_\_\_ and their parents are invited to attend. This event is made up of a series of exercises to teach important aspects of safe cycling. Participants will practice the safe way to exit a driveway, how to look for traffic, negotiate an intersection, and avoid common road hazards.

Police cyclists from **(name of department)** will be at the ***cycling skills clinic***. They will demonstrate some basic handling skills and address the importance of all cyclists following the rules of the road.

For more information, contact the **(your organization).**