



October 5, 2014

Dear WFK Team:

## **New Distribution Process:**

We have developed a logo, web presence, collaborative partners, and a bike/funding donation process and a bike processing system that work. Remaining to refine is our Distribution Program. It has been a bit chaotic and lacking of communication. I have been working with our partners and some on the Board to refine our Distribution Process and will soon commit it to a procedure. I have worked with Perimeter Bicycling to get a "Wish List" of bikes that they anticipate needing to support their programs. Most of these are supporting Pima County's Middle School Program. I will soon go out to our other beneficiaries to get a similar list.

## **Sooo... how will this help???**

1. We will post a "Wish List" in the POD enabling mechanics to know which type bikes are on request. To date, unless we got a specific request, we didn't know what type bike is a priority.
2. Those of us who are working those "wish lists" will identify bikes by number to meet those requests. They will mark the organization on the bike tag and mark the bike number on the request list. **ALL REQUESTS FOR BIKES FROM WHATEVER SOURCE WILL BE ENTERED ON THE REQUEST LIST.** All deliveries will be worked from the request list. ***Tags filled out "Save for name" will not be honored.*** (There will occasionally be a bike marked "Save for Sale".) These will be designated by the President or Vice President in consultation with key mechanics.
3. I refer to "Wish Lists" and "Requests" because *I never want to guarantee* that we will meet all requests. This would tend to put pressure on our mechanics which we will not do. However, knowing what is needed out there in advance will help us manage the program to meet those needs.
4. This program will take effect immediately.

Thanks again,

Rick Haupt

President, Wheels for Kids