

# Bike to Work Week Breakfast Stations

**Thank you for helping support Bike to Work Week in Flagstaff!**

Flagstaff Biking Organization thanks you for donating your time, energy and resources to provide commuters a free breakfast during Bike to Work Week. Below is a list of breakfast stations, sponsors and a short list of responsibilities and suggestions to make your volunteer time the best ever!

## Responsibilities:

- Supply coffee, juice and food for the amount of anticipated visitors to your breakfast station. Make sure your coffee supplier can set you up by your opening time.
- We will supply some signs, FBO materials, maps, membership forms,
- Supply volunteers to staff your station from 6:15am-9:00am. Serving time is advertised at 6:30-9:00am. Let us know if you need more staff. We have some volunteers, many with food handlers certification.
- One certified food handler must be present at all times. See <http://www.az-hospitality.org/food/> for more information. The course is online and costs \$18/person. Ask around-chances are one of your co-workers is already certified!
- Bring a table for your food and a chair to sit down once and a while. Your feet will get tired while standing that long!
- Ideas for food: Bagels, donuts, muffins, burritos, yogurt, granola, fruit, energy bars, juice, coffee, hot chocolate, etc. The ideas are endless!
- Bring a couple of garbage bags or boxes with you to dispose of trash and to collect recyclable materials.
- Collect basic statistics for FBO on a supplied spreadsheet. This will tally total number of visitors, students, and cyclists that did not stop.
- Have fun! Bring a light jacket, a hat, sunscreen, comfortable clothing and get ready to make some new friends!
- Go Crazy! Decorate your breakfast station in your own “flare”! Bring a cowbell or noise maker to draw attention to your station. We know Flagstaff loves costumes! Let’s see who can have the most festive station in town! FBO will be making rounds to take photographs to include in our slideshow. Let’s see what you’ve got! We will have a panel of judges touring all breakfast stations to grant awards! (Best decoration or theme, best food, best coffee...)
- Encourage folks to fill out the Bike Commuter Survey online

Here’s an idea of past station’s visitation:

<b>Place</b>	<b>Past Sponsors:</b>	<b>Anticipated Visitors</b>	<b>Recommended minimum Staff</b>
City Hall	City of Flagstaff	150	3-4
Ft. Valley Late for the Train	Late for the Train	50	1-2
Beaver Street-South Side City Parking Lot	Biff’s Bagels / Jack Welch	200	3-6
Forest/San Francisco	FMC	70	1-2
Route 66/San Francisco St	Absolute Bikes	80	2-3
Cedar/Fourth/Lockett	Unclaimed	50	1-2
Rt 66 and Arrowhead	Unclaimed	60	2-3

Please print this table and tally the number of visitors you get.

	<b># Adults</b>	<b># School kids</b>	<b># Cyclist that didn't stop</b>
<b>6:30- 7:00 am</b>			
<b>7:00- 8:00 am</b>			
<b>8:00 - 9:00 am</b>			
<b>8:30- 9:30 am</b>			

Any Comments from Public: