

Subject: Bike Bus to School on September 1st

To: Principal

Cc: Vice Principal, volunteers, PTA

Hi [Principal],

On **September 1st we are planning to organize a "Bike Bus"** to escort students to school by bike. We would love to have your support. Two specific things that would benefit from your assistance and input are:

- access to the bike rack inside the fence
- helping with outreach

The concept is a group bike ride led by parents, starting in a nearby neighborhood, and following a predetermined route with a couple of "bus stops" on the way to allow more kids/parents to join. We'll arrive at school on time as a group. If successful this is something we would like to continue on a regular basis.

Here is some more information from a similar effort:

<https://bikeportland.org/2022/10/05/sam-balto-on-how-to-start-a-bike-bus-of-your-own-364734>

Since there is no bike rack available outside the fence, we request that several parents be allowed on campus on April 6th as VIPs to help students lock up their bikes in the morning, and unlock them in the afternoon.

Regarding outreach, we plan to reach out to the Green Team and PTA. Please let us know if we need to coordinate with any other groups or if you have any questions.

Attached is the flyer we would like to distribute for the ride next week. Please let me know if you have any questions and if you can send to parents via email. Since this is not an official school event I left off the school logo, but could add it at the top if you prefer, just let me know.

Thank you,  
Adam