## Checklist

### February 19–March 2:
**Use Spring Transportation Coordinator (TC) Kit**
- Use the Valley Bike Month poster and contests flyer to freshen bulletin boards and place in high-traffic areas.
- Distribute event flyers to employees.
- Start planning ways to promote Valley Bike Month and get employees involved. Visit [here](#) to learn more. Consider scheduling a bike to work event, lunch and learn or other activity.
- Prepare promotional materials and email communications to encourage participation. Contact your [Commute Solutions coordinator](#) for ideas and Valley Bike Month t-shirts.

### February 19–March 16:
**Learn More about Valley Bike Month and Bicycling**
- Attend the February 28 [Valley Bike Month webinar](#).
- Distribute the [bicycling brochure](#) and order materials for your employees [here](#).
- Encourage employees to visit [ShareTheRide.com](http://ShareTheRide.com) to take the Valley Bike Month pledge from March 1-31.
- Encourage employees to register at [ShareTheRide.com](http://ShareTheRide.com) and participate in the Team Challenge and monthly contests.
- Encourage employees to create a Valley Bike Month Team Challenge team at [ShareTheRide.com](http://ShareTheRide.com) by March 23; members must join by March 31.
- Look for details in the weekly Commute Solutions Update e-newsletter and visit [here](#) to learn more.

*continued on back*

---

**Valley Bike Month artwork by Michael Faulkner, @mfaulkaz**

---

**PROMOTING ShareTheRide.com**

**Your transportation solution**

---

**ShareTheRide.com**

602.262 RIDE (7433)

facebook.com/sharetherideandsave

---

**COMMUTE SOLUTIONS**

CARPOOL | VANPOOL | BUS | LIGHT RAIL | TELEWORK | BIKE | WALK

---

Sponsored by the Arizona Department of Environmental Quality, Maricopa Association of Governments, Maricopa County Air Quality Department and Valley Metro
March 19–31:
Final Planning and Employee Reminders
- Share articles promoting Valley Bike Month activities from weekly Commute Solutions e-newsletters with employees.
- Remind employees to create their Valley Bike Month Team Challenge team by March 23.
- Remind employees to join a Challenge team by March 31.
- Ask employees to ride their bikes during Valley Bike Month.
- Ask employees to use the cost calculator at ShareTheRide.com to determine savings when they use alternative transportation modes.

April 1–30:
Valley Bike Month
- Remind employees to ride their bike by promoting the key benefits of bicycling: improved health, saving money, winning prizes and reduced stress, congestion and pollution.
- Encourage employees to track trips daily and enter contests at ShareTheRide.com.
- Visit the ShareTheRide.com Commuter Challenge page to monitor progress.

May 1–4:
Follow Up
- Thank employees for their efforts and select internal contest winners.
- View and share results of the Valley Bike Month pledge, monthly contests and Commuter Challenge at ShareTheRide.com.