



bicycles for humanity.com
MELBOURNE • AUSTRALIA

Volunteer Handbook

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1. Welcome

Welcome to Bicycles for Humanity – Melbourne and a huge thank you for deciding to donate your time. Bicycles for Humanity is a worldwide, grass roots, volunteer run organisation focused on simple, sustainable empowerment in the developing world. We do this in the most transparent and practical way by sending unused donated bicycles to our partner organisations in various countries in need, where a bicycle means access to education, health care, fresh water, economic opportunity and community engagement. By providing sustainable transport for one person, it can change the lives of families, communities, future generations and ultimately, help to break the cycle of poverty. We're 100% volunteer run so without volunteers like you, we could not do the vital work we do, so we thank you in advance for your support. We're so glad to have you join the team!

Andy Gild
President
Bicycles for Humanity - Melbourne





2. Background

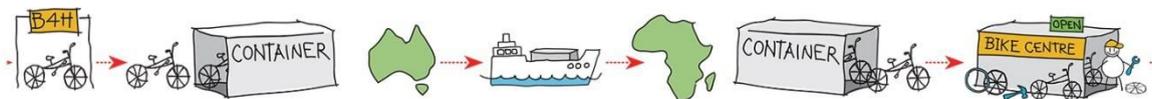
Bicycles for Humanity (B4H) is a grassroots movement that was created in 2005 by Pat and Brenda Montani in Canada and now has chapters around the world. The first Australian chapter was founded in Melbourne by Matt McCullough and Andy Gild in 2008.

Bicycles for Humanity Melbourne has supported projects in four African countries as well as communities in Cambodia and Australia. We have shipped almost 10,000 bicycles in support of our various partners. Our programme began with support for bicycle projects in Namibia, and to better understand our work there, it's necessary to talk a little about the work of our partner, the Cycling Empowerment Network Namibia (BENN).

BENN has grown enormously since it was established in May 2005. In the first month of operations, three bicycles were distributed and one part-time mechanic was trained. Today, over 50,000 bicycles have been imported by BENN, there are 106 Namibians employed through a range of projects and many of BENN's projects have been adapted in other African countries.

The main programme is a network of bicycle shops called Enterprise Boxes. These shops are established with shipping containers filled with bicycles, tools, spare parts, workshop equipment and training in business skills and bicycle mechanics for the project participants.

Each of these shops is run by a team of local people who are selected by grassroots partner organisations, who work in areas like healthcare, child support, disability support and women's empowerment. Bicycle sales provide jobs for the team who run the bicycle shops, and a source of income for local grassroots social projects. More than half of project participants are women.



BEN Namibia has been recognised with a prize from the Ashoka Foundation for promoting women in technology, the Citi Foundation with an award for Urban Innovation, the Namibian Olympic Committee for promoting sport in the community, and was granted a place on the Clinton Foundation Global Initiative.

Bicycles for Humanity is BEN Namibia's main partner in the eBox programme. In recent years our involvement in BENN's work has moved beyond only shipping bicycles. We have provided skilled volunteers who have provided support in the field in Namibia. We now also facilitate monthly meetings to strategize on the long-term sustainability of the programmes.

In Australia, B4H donates bicycles to those who need them, including victims of violence, refugees and indigenous communities.



B4H Melbourne founders Matt McCullough (L), Andy Gild (R) with Michael Linke, BENN Managing Director (centre)



3. Governance

B4H Melbourne is an incorporated association and registered charity with the Australian Charities and Not-for-profits Commission (ACNC) and registered for fund raising within Victoria. We are completely volunteer run and governed by a committee.

Our committee members are:



4. Purpose

The Association Bicycles for Humanity Melbourne is a not-for-profit, non-political entity established and located in Australia for the sole charitable purpose of alleviating poverty by improving access to health care, education and social services where inadequate transportation is a major barrier. The means by which we do this include:

- a) collecting disused (but in working order) bicycles, spare parts, tools and accessories from Victoria, Australia;
- b) shipping the bicycles, spare parts, tools and accessories to communities in need in Australia as well as overseas, particularly in African and other developing countries (either directly or through partnership with overseas aid organisations);
- c) developing partnerships with key organisations in Australia and overseas with similar objectives;
- d) working with overseas partner organisations which provide logistical support, training and materials to overseas communities to achieve a similar objective;
- e) raising money to ensure the above actions can be carried out;
- f) developing financial sustainability to ensure the ongoing viability of the Association;
- g) carrying out the Association's activities in a fiscally transparent manner;
- h) raising awareness of transport issues and the impact that lack of transport can have, in order to increase participation in the Association and the Association's objectives; and
- i) do all things as are incidental or conducive to the attainment of this objective or the means to attain it.



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5. Packing days

Volunteers are always welcome to join our packing days, where we prepare donated bicycles and pack them in a shipping container. FAQs below:

- **Where and when?** Packing days are held around 5 times per year, usually at our Dingley storage facility. Details are advertised in our newsletter.
- **What should I wear?** Old clothes you don't mind getting dirty, closed toe footwear
- **Do I need to bring anything?** Optional items to bring: gloves, water bottle, hat, sunscreen, hand sanitiser. We'll provide training, tools, WD40 (sometimes we need more than elbow grease!), BBQ lunch and good company ☺
- **What will I be doing?** You'll be prepping bicycles by putting the bicycle in gear, lowering the seat, removing the pedals and attaching to the frame and removing the front wheel. Our experienced volunteer packers squeeze as many bicycles into each shipping container as is possible! Other jobs include cooking the BBQ, checking and sorting spare parts and accessories (e.g. pairing loose pedals, checking tyres and tubes to find those in good condition), tidying up etc.





6. Health and Safety

Your safety is important to us. If you are volunteering in a role involving the manual handling of bicycles i.e. collecting, preparing and /or packing bicycles for shipment, it is important that you:

- Follow instructions regarding tools and tasks
- Take breaks and stretch as needed
- Keep your work area tidy and remove any tripping hazards
- Lift safely by bending your knees
- Work in pairs when lifting heavy or awkward items (e.g. lifting bicycles in/out of trailer) or when working at height (e.g. packing bicycles in shipping container)
- Use a stable work surface when working at height (e.g. packing bicycles in shipping container)
- Familiarise yourself with the location of the first aid kit
- Seek medical attention and notify a member of the B4H team ASAP if you are injured



7. Glossary

B4H Bicycles for Humanity

eBox Enterprise Box; a bicycle shop established with a shipping container

BENN Bicycle Empowerment Network Namibia

BEST Bicycle Enterprise Support and Training Programme

M2N Melbourne to Namibia Challenge; our annual fundraiser