

Introduction

STP, the Seattle-to-Portland Bicycle Classic, is major event for both the Northwest Bicycling community, and the Washington State Gold Wing Touring Association (GWTA).

The largest multi-day bicycle ride in the Northwest, STP attracts up to 8,000 cyclists. The majority – over 80 percent – complete the event in two days. But a hardy few, typically 16 to 18 percent, attempt the "double century" in a single day. STP began in 1979 as a U.S. Cycling Federation-sanctioned race and has evolved into one of the country's premier recreational bicycle events and a "rite of passage" for area cyclists. About half the participants will ride STP for the first time. The average rider is not a seasoned racer, but someone who simply sets a personal goal of completing.

For the GWTA, STP is also an opportunity for all of our state chapters to come together in a positive way to help the community, and be visible good-will ambassadors for our passion. But most of all, it's a good ride through the beautiful Washington countryside, scooting along back roads at a comfortable pace, looking for ways to help others and have a good time. It's worth mentioning in passing that the STP also represents a large fund-raising activity for chapters, but it's probably the last reason why GWTA members participate.

This manual is intended to help STP Focals (STP coordinators for each individual GWTA chapter) learn what's involved, and hopefully reduce as much stress about the job as possible. GWTA has been doing the STP for most of a decade, and many veterans are very familiar with the ropes. Still, having a reference, on paper, that covers basics and details will likely help smooth out any issues which might come up.

Inside this manual you'll find an overview of the STP/GWTA Escort operation, responsibilities of Focals, hints for Newbies (GWTA members doing the STP for the first time), information on "Super Gophers", route information (including a map), and a collection of ideas, lists and forms to help the STP Focal.

If you have suggestions about how to make this manual and it's contests even better, by all means feel free to let us know. We welcome your ideas, feedback and STP success stories too. Feel free to add to this manual whatever helps you do your job.

Thank you in advance for your help and support. I look forward to working with you on the STP.

Jerry Weltner
STP Coordinator
Chapter E, GWTA-WA
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Overview

The GWTA member's primary job during the STP is to be an Escort to the cyclists. We follow the route, reminding the riders to stay in their lanes, helping to shield riders from cars, looking out for those who might be getting too tired, and generally help to keep things moving on down the road.

As Escorts, one of our jobs is to assist riders if we can. If an Escort sees a rider by the side of the road, flash them the 'thumbs up' sign to get a quick response. Ninety-nine percent of the time, the cyclist will respond with a returning 'thumbs up', indicating things are fine. Occasionally, a GWTA STP Escort will come upon a rider needing assistance. In those cases, the rider may flash a 'thumbs down' sign, and begin waving arms or shouting for help. There may be a mechanical breakdown, or something simple like a flat tire. It is not unusual for a cyclist to ask an Escort to make a run for a tube or tire, giving the Escort money for the supplies. If there is something more serious, the Escort might be asked to call for a Subaru Support Car for help. Typically, the Escort would call out on a CB or cell phone for the Chapter Focal, who relays the request to the STP Coordinator in the STP Ops center.

Very rarely, Escorts may come upon an injury situation requiring medical assistance. If the situation demands anything beyond the simple First Aid kits many riders carry for the STP, it's best to get on the CB and/or Cell Phone and call for help via 911, or, for non-emergency cases, through the STP Ops center. If you have an orange flag, position yourself about a quarter mile up from the incident to warn on-coming riders.

What else? Sometimes we're traffic cops, directing vehicle traffic around a busy intersection or accident. Sometimes we give water to a rider who is obviously overheated, or loan our gloves to warm up a spandex-clad rider suffering from hypothermia. Many times we shoos riders back into their lane to avoid on-coming traffic. Many times we remind riders to be no more than 2 abreast in most areas. And, quite often, we voice encouragement and cheers to tired riders who have a long way to go, pedaling all day long.

Of course, there are some things we definitely **do not** do. In no case do we ever give a cyclist a ride on our bikes; neither the Cascade Bicycle Club's insurance, the GWTA insurance, or (most likely) your own insurance supports this kind of activity. In no case do we attempt medical assistance we are unqualified to provide. And, generally less of an issue, we also try to be an asset to the riders, not a problem; help, rather than hinder. If we have a problem with a cyclist not following the rules, take down and report the bib number, but don't try to be an enforcer.

For more information on the STP, visit the STP website, www.seattletoportland.com.

Bottom-line: our main goal is to make sure that the cyclists have a good, safe time on the STP. Generally, we'll be having a good time in the process.

Focal Responsibilities

What does the Focal do? Focals have some very crucial responsibilities:

- Recruit riders from their chapter
- Keep club membership apprised of the schedule and pumped up to ride
- Coordinate with the STP coordinator for shirt sizes and quantities
- Set up a base camp for GWTA riders
- Maintain a list of who rode on which days
- Distribute STP signs, forms, first aid kits, and other equipment
- Pair up veteran STP-ers with Newbies doing the ride for the first time
- Keep in contact with STP Ops if there are situations needing attention
- Coordinate with other chapter Focals in your vicinity
- Figure out a way to make sure that everybody has a good time
- Invite Escorts to the Volunteer Party

Recruiting riders is the most time-consuming task for almost any Focal. Some chapters have as few as 4 riders; several have over 20. The GWTA as a whole tries to have between 150-200 riders sign up for the event. Inevitably, some folks will have to drop out at the last minute, and others will sign up at the last minute. Because we need to order the complimentary STP Volunteer shirts by April, Focals also need to determine sizes and quantities well in advance.

Once folks have done the STP, most will be excited to do it again. However, there are a variety of priorities for peoples time during the month of July, and it is important to keep Escorts apprised of the schedule and pumped up to ride.

Focals man a 'base camp' along the route. Usually at one end or the other of the assigned miles, this is a place for Escorts to stop, take a break, get re-supplied, munch on cookies, and generally converge after completing a loop around the route. Having a base camp also helps a "Super Gopher" (senior assistants to the STP Coordinator) find a chapter, and liaison with the STP Coordinator. Some chapters use a member's RV as a base camp, while others set up a picnic table and awning. When possible, Focals might find a way to rig electricity to recharge the STP phones.

All Escorts will have to sign in sheet for each rider (for insurance purposes), and will also be provided with supplies like incident forms (see Appendix), first aid kits, participation pins, Volunteer shirts, flags, and perhaps other equipment. The Focal is responsible for making sure that each Escort gets their supplies. Focals also instruct Escorts to tune to CB channel 35 during the ride, so all chapters can communicate.

Focals are also in the best position to know how to pair up Veteran STP Escorts with Newbies doing the route for the first time. Veterans can show Newbies how to look for the STP road signs, flash the 'thumbs up' signals, and generally control traffic flow without getting in the way. Typically, within one or two runs of a route loop, Newbies will be comfortable on their own.

Focals will also be the point of contact with the STP Coordinator. Each Focal will have access to an STP phone, and be able to call the Ops Center directly; likewise, the STP Coordinator will be able to contact the chapter Focal directly with the STP phone. In a situation requiring a Subaru Support Car or other medical emergency, the Focal may coordinate with an Escort via CB, and the STP Coordinator through the STP phone. Focals are also asked to 'check in' with the STP Coordinator when they are ready to start their tour of duty, and also when they are closing down.

Another important task for the Focal is to coordinate with other chapters in their vicinity, either doing the same route, or perhaps on the route just prior or just after theirs. The STP is a *great* opportunity for one chapter to interact with another GWTA chapter, meeting new people and making new friends.

Finally, the GWTA STP Focal is the one to keep the chapters Escort team together and happy. They are the resource folks go to for questions and advice. The Focal is typically someone who has a clue about what to do, and/or isn't afraid to ask questions of others to find out answers if they don't know. Focals need to be the spirit of the STP team, setting things up, keeping track, and making sure everyone involved is having a good time with they're participation. While the STP might involve long, hot days in the saddle, it is also time for the chapter to feel good about doing something good for the community, pulling together as a chapter, and being good ambassadors for the whole of the GWTA. The STP Focal can be the one to spread that good news.

Last but not least, Focals should also remember to invite all their chapter Escorts to the STP Volunteer Celebration, usually held a few weeks after the STP. The Cascade Bicycle group puts on an Ice Cream Social for all STP volunteers at their offices in the former Sand Point Naval Station in Seattle.

Hints for Newbies

If you are doing STP Escort duty for the first time, then you are a “Newbie”. This guideline is to assist the GWTA Escorts in deciding what their responsibilities are as well as how much authority they have over the bicyclist in the STP. The riders as well as the STP committee members appreciate the GWTA escorts and their assistance in making the STP a safe and well-supported ride. Here are some helpful hints (rules sound so formal) for the Escorts to use in their interaction with the cyclists.

- Urging the cyclists to follow the rules of the road is encouraged.
- The most common duty may be running for inner tubes for (unprepared) people with flats and no spares. You are not expected to help them change the tube or pump up the tire. If you wish to assist and the person in charge of your zone doesn't feel it is a problem, go ahead. It's good for moral as well as giving your backside a break.
- The other common duty is handing out bandages, aspirin, and other such aide. If you run low, you can re-supply at a first-aid station or from one of the Subaru's.
- If you have to stop to help someone, if at all possible, park on the opposite side of the road and turn on your flashers. Often the STP bicyclists are so focused on pedaling with their head down that they may not see your motorcycle in their path, and you become an obstruction.
- If you have to get off your motorcycle to go help someone, you're advised to take off your helmet, too. You'll be less intimidating, and will be able to hear better, too.
- If there is damage to a bicycle, such as a broken spoke, you are welcome to take the wheel to the nearest repair station, wait for it, and return it. **DO NOT, UNDER ANY CIRCUMSTANCES, TRANSPORT A BICYCLE OR A CYCLIST!!!** There is a tremendous desire to be as helpful as possible, but this can be a major liability problem, should anything happen while you are transporting someone. If a cyclist needs transportation, have a Subaru contacted. If things are busy for the Subaru's, it's quite easy to get a PSV (participant support vehicle) to transport the rider.
- If a hit and run is observed and it is at all possible to get the number of the person riding away from the accident, please do so. That information can be helpful to those who are handling the incident.
- The part of a GWTA Escort's duty which is necessary, but not so much fun, is an incident report. Usually, you will not have to complete a report, but there are a few reasons to do so.
 1. If a rider is transported by a vehicle other than an official STP vehicle, and a Subaru isn't on the scene. This is needed so Operations knows what has happened to the rider, should someone be looking for that rider.

Super Gophers

“Super Gophers” are the Senior Assistants to the STP Coordinator. Rather than ride any particular route, this set of 3-4 specific riders roam through the entire 200-mile course, coordinating with various chapters and STP support elements as necessary and directed by the STP Coordinator.

“Super Gophers” start the day early, and end the day late. They have been known to ride ahead of the first riders at 4:00am, and to trail the last rider in at 9:30 PM. They carry a STP Phone with them, and are at the beck and call of the STP Coordinator. They might be asked to check for problem in this or that area, or to relay a message to a chapter Focal along the route.

These very experienced STP Escorts are also an asset to the other GWTA Escorts along the route. They can give an educated opinion about the overall status of the day, and be able to compare this year to other years for a perspective.

In general, Super Gophers are a tremendous tool in the overall GWTA STP effort.

Super Gophers include:

Dick & Bonnie Holdsworth – Chapter Directors of Chapter V in Auburn, this dynamic duo typically manages the northern area of the STP. Dick and Bonnie have been known to find a lost wallet of an STP rider, and ferry it down to them in record time. It’s just the kind of people they are.

Tom & Deb Richards – Currently State Directors, Tom and Deb love to ‘own’ the southern half of the STP. Tom, a police officer, knows the rules of the road, and knows how to get cyclists to keep in line. Deb, a Registered Nurse, manages her own Super Gopher route, and knows how to keep things flowing smoothly wherever her coverage may be.

Lindy Phillips – Lindy is a past State Director, and has probably done STP a dozen times.

2002 STP GWTA Zone Assignments

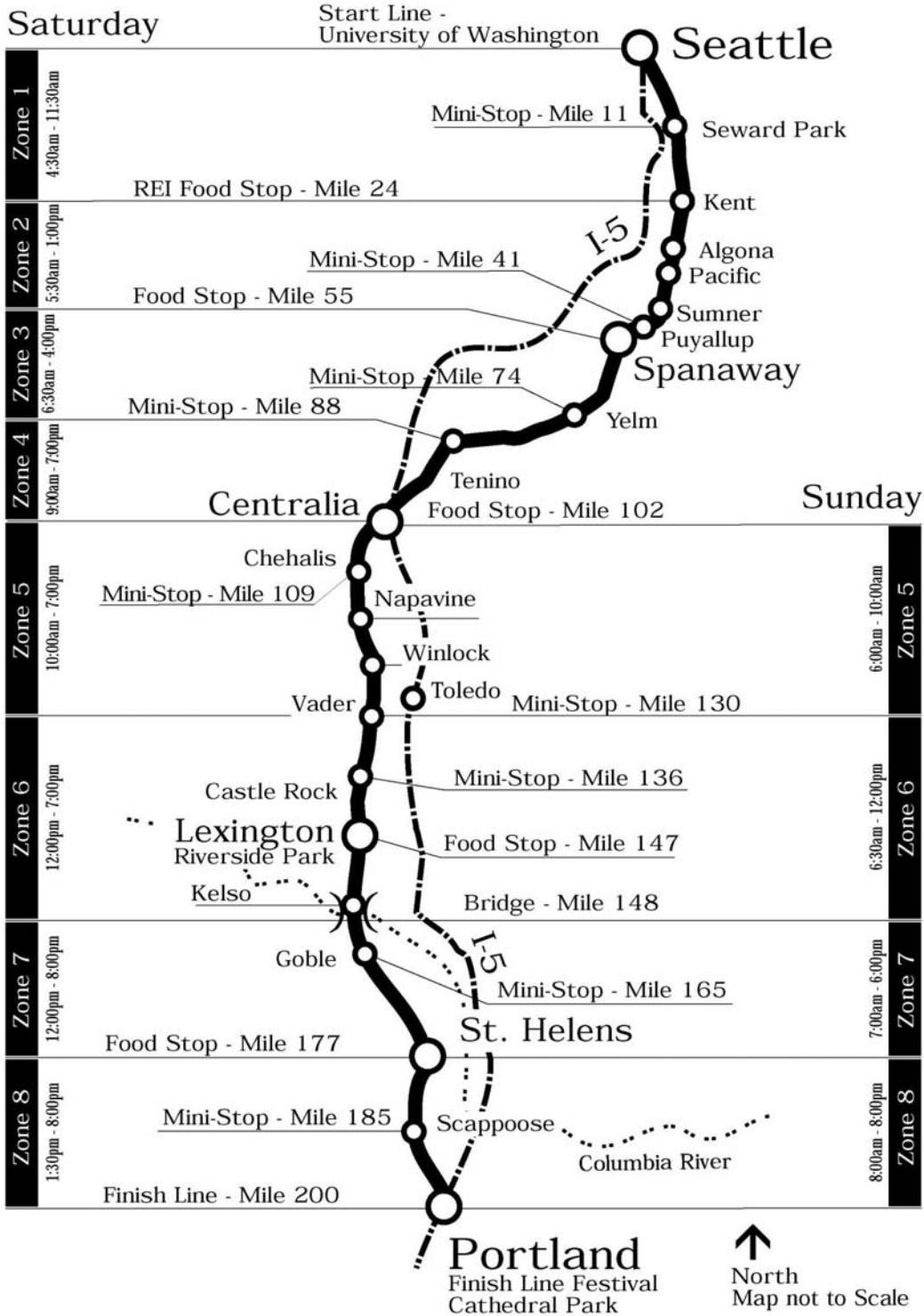
Saturday

New (2002) GWTA Routes

Zone	Chapters	Coverage Area	Mileposts	Mileage	Schedule	Hours	Bikes
1	C, F	UW - REI Stop	0-25	25	4:45-11:30	6.25	12
2	S,X	REI Stop - Spanaway	25-56	32	6:30-1:00	6.5	21
3	V,G	Spanaway - Tenino	57-86	29	8:00-4:00 9:00 am - 7:00 pm	8	16
4	I,M	Tenino-Centralia	86-100	14	10:00am- 7:00pm	10	18
5	E,Q	Centralia-Vader	100-126	26	10:30am-7:00 pm	9	20
6	A,Y	Vader - Rainier	126-152	26	Noon - 8:00 pm	8.5	10
Bridge	O,P	Rainier-Scappoose	152-179	27	1:30 - 8:00 pm	8	8
8	L	Scappoose-Finish Line	179-196	17		6.5	11
				196			

Sunday

Zone	Chapters	Coverage Area	Mileposts	Mileage	Schedule	Hours	Bikes
7	I,Q,X	Centralia-Vader	98-126	28	5:00am-9:00am 5:00am- 10:00am	4	26
8	C, E	Vader-Castle Rock	126-136	10	5:00am-Noon	5	24
9	M,F	Castle Rock-Bridge	136-148	12	7:00am-3:00pm	7	13
Bridge	P, volunteers	Bridge	148		7:00am-6:00pm	8	5
10	G,S,V	Bridge-Scappoose	148-177	31	8:00am-8:00pm	11	31
11	A,L,O,Y	Scappoose-End	177-200	23		12	28



Forms Appendix

- Contact List of STP Coordinators & Focals
- Quick List Of Things Riders Should Carry
- Do's and Don'ts for Escorts
- List of Riders / Bikes form to be turned into the STP Coordinator
- Equipment Requisition Report (to be turned into the STP Coordinator)
- Incident Report Template, Witness Report Form
- Other Forms to use during the STP
- Telephone Use Instructions
- Calendar of suggested activities
- Template for Thank-you Notes

Focals**GOLD WING TOURING ASSOCIATION****CHAPTERS PARTICIPATING IN THE 2003 STP**

Ch	FOCAL	PHONE	EMAIL
A	Bill Perkins	206-368-8966	wmkatperky@aol.com
B	Bonnie Brunner	360-629-3575	
C	LeeRoy Kind	360-653-7503	LeeRoy.Kind@Checksum.com
E	John Schiferl	425-868-2682	onthree@msn.com
F	Lanny Ross	253-373-1497	lanny_ross@hotmail.com
G	Dick Schmidt	208-765-9722	dschmidt@imbris.net
I	Jim Lautenbach	360-221-7621	Jim@rkequipment.com
K	David Miller	360-340-7107	davidmi@cascadecomputergroup.com
L	Dave Hobbs	360-274-896	dlblhobbs@kalama.com
M	Dan Graves	360-794-1928	dgraves@premier1.net
O	Mike Freels	360-273-4884	mfreels@aol.com
P	Kevin Roach	253-475-2680	kevin0111@attbi.com
Q	Scott Spencer	360-330-0316	Summit@localaccess.com
S	Denny Ness	360-466-3547	jdness@msn.com
V	Nic Nicholas	253-631-6994	PhylNicNic@attbi.com
X	Bill Purdy	425-347-9389	bfargusson@aol.com
Y	Ilene Wallace	509-839-5585	moi@bentonrea.com
Z	Dorthea Lilly	360-452-2796	dlilly@ctc.ctc.edu
OR-Y	Ken/Jeana Chastain	503-472-6402	jdc@viclink.com
Bridge	Marlin Parbs	253-661-2959	marlinp@attbi.com

SUPER GOPHERS

	Dick/Bonnie Holdsworth	253-839-2046	redbiketa@attbi.com
	Tom/Deb Richards	360-757-3887	dtrich@cnw.com
	Lindy Phillips	206-781-1415	jrper@qwest.net

GWTA State STP Coordinators

	Jerry Weltner	425-867-9704	jerrywe@nwlink.com
	(Ass't) Vince Ash	360-897-8091	vnsnle127@juno.com

Quick List of Things Escorts Should Consider Carrying

- Band-Aids
- Water
- Aspirin / Ibuprofen / Tylenol --- caution: can make known you have it, but do not promote it
- 3M-type tire repair patches
- Inexpensive tire removal levers
- Zip Ties
- Duct Tape
- Crescent wrenches
- Incident Report Forms
- "Official STP Escort" signs attached to the bike
- Contact number for your chapter's base camp
- STP Ops Center Phone #
- Orange Flag (provided by Focal)
- Cell Phone <recommended>
- Bicycle Hand pump <recommended>
- Schrader- Presta conversion valve

Do's and Don'ts for GWTA Escorts

- Do** be a cheerful and friendly ambassador for the GWTA
- Don't** ever let a bike rider ride on your motorcycle
- Do** be sure to monitor CB channel 35 during the STP
- Don't** head out for a tube or supplies without collecting some money first
- Do** make a note of bib numbers of folks you assist
- Don't** try to pass on a message for a lost team member; there are too many riders to be able to do this easily or with any degree of certainty
- Do** take a break (10-15 minutes) every couple of hours to keep yourself sharp
- Don't** travel in packs of 2-3 GWTA escorts very often; spread yourselves out along the course
- Do** park across the road from the flow of riders when you stop to help someone; cyclists are often forging forward with their heads down and may not see your motorcycle if you stop in the path of the cyclists
- Don't** try to do anything beyond the most basic first aid unless you are certified and qualified; call 911 and/or the STP Ops Center for help
- Do** take your helmet off if you stop to help; you'll be less intimidating, and will hear better, too.
- Don't** honk your horn at bicyclists from behind; that can startle them, and they might turn the wrong way
- Do** say 'hello' and interact with GWTA members from other chapters; the STP is an easy and fun place to meet other members
- Don't** leave the route and go home without checking in with your chapter Focal
- Do** get a picture of you and your motorcycle with a STP bicyclist & their bib #; it's worth a bonus point for *Wing Washington*
- Don't** forget about the Volunteer Ice Cream Social in August; it's a nice time to get to meet the Cascade Bicycle folks who put on the ride
- Do** be prepared for a long day with unexpected incidents

GWTA/STP VOLUNTEER RELEASE FORM

CHAPTER _____

DATE: JULY 13-14, 2002

Volunteering for a motorcycle or bicycle event can pose a risk to my safety. I waive any and all claims for myself and my heirs against the Gold Wing Touring Association and Cascade Bicycle Club, their officers and members, all sponsors and all others involved with the Seattle to Portland Bicycle Classic for any injury, harm, loss, damage or inconvenience suffered as a result of direct participation or any activity associated with the STP.

ONLY ONE NAME PER LINE PLEASE

Signature:

Name: (Please Print)

Start Time

Finish Time

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chapter Focal Equipment Requisition Report

Chapter _____

FLAGS _____

1st Aid KITS _____

SIGNS _____

PINS _____

SHIRTS- 3X _____

SHIRTS- 2X _____

SHIRTS- XL _____

SHIRTS- L _____

SHIRTS- M _____

SHIRTS- S _____

Focal: _____

Focal contact info: _____

Fax, Mail, or Email Report to:

Jerry Weltner
STP Coordinator
7708 147th Ave NE
Redmond, WA 98052
(425) 867-9704 [v]
(425) 883-9645 [fax]
jerrywe@nwlinc.com

STP Equipment Checkout List

Number Received	Equipment	Action	Number Returned
_____	Front Sign (1 per Bike)	Return	_____
_____	Back Sign (Escort) (1 per Bike)	Return	_____
_____	First Aid Kit & Sign	Return	_____
_____	Orange Warning Flag (1per Bike)	Return	_____
_____	Adapter (1 per Checkpoint)	Return	_____
_____	Witness Report (2 per Bike)	Return	_____
_____	Release Forms (1 each day)	Return	_____
_____	T-Shirt(s)	Keep	
_____	Route Guides (1 per Bike)	Keep	

NAME: _____

CHAPTER: _____

STP / GWTA CASCADE BICYCLE CLUB INCIDENT REPORT

(use reverse side if more space needed)

Location of Incident: _____
Date of Incident: _____ Time: _____ A. M. P. M.
Name of Injured Rider *: _____ Bib Number: _____
Home Address: _____ Phone: _____
Business Address: _____ Phone: _____
Helmet: ___ yes ___ no Model: _____ Riders Ability Level _____ Age: ___ Sex: ___
Identify Any Other Safety Equipment Used by Rider: _____

Nature of Injury: _____

Emergency First Aid Rendered? _____ By Whom? _____
Nature of Treatment: _____
Ambulance or Physician Called? _____ By Whom? _____
Was Injured Rider Transported? _____ Where? _____
Was Bicycle Transported? _____ Where? _____
Identify Any Outside Authority Notified: _____

Description of Incident (Identify Any Bicycles or Vehicles Involved): _____

Injured Rider's Statement of How Incident Occurred (in Rider's Own Words): _____

Witnesses: (Name Address, Phone) (Attach additional pages if necessary) _____

DATE

Name of Person Completing Report

WITNESS SHOULD COMPLETE "WITNESS STATEMENT" FORM

* Please fill out a separate form for each injured rider.

CASCADE BICYCLE CLUB INCIDENT REPORT WITNESS STATEMENT

(use reverse side if more space needed)

Your Name: _____

Address: _____ Phone: _____

Date of Incident: _____ Time of Incident: _____

Identify Ride or Event: _____

Please Describe What Happened And What You Observed: _____

Identify People Involved (Name, Address, Phone, Bib Number if Applicable): _____

Identify Bicycles, Cars or Other Vehicles Involved, Bib Numbers and License Numbers if Applicable:

Describe Any Safety Equipment Used by Rider(s) (helmet, lights, vests, etc.): _____

Identify Any Other Witnesses (Name, Address, Phone):

DATE

SIGNATURE OF PERSON COMPLETING REPORT



Seattle to Portland
Escort Duty Sign Up Sheet
 July 12-13, 2003



1	Name	Phone	Email	Sat	Sun	Both
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Basics on how to use your Nextel Phone

The **Nextel** phone can be used in two ways: 1. Regular cell phone 2. Two-way radio. For STP we will be using the Two-way radio feature the most.

Instructions on how to use the phone

Turn On the phone by pushing and holding the RED button on top of the phone.

Turning the speaker ON (works like a Two-way radio) or OFF (works like a cell phone) is the button on the top of the phone with a little speaker on it. For most cases keep the speaker ON.

Steps for using the Phone Function:

1. Turn On phone
2. Flip open the cover
3. Press the MODE button until you see "Phone Ready"
4. Dial in the 10 digit number you are calling - you don't need a "1" but you always do need the area code
5. Press the button with the "green" phone on it - this is the send and end button.
6. It will dial and work like a phone.
7. Press the button with the "red" hang up symbol on it to end a call.
8. In coming call - press the button with the "green" phone on it to answer.

Steps for using the Two-way Radio Function (the one we will use the most).

1. Turn On the phone
2. Flip open the cover
3. Press the MODE button until you see "PRVT Ready"
4. Two ways to get the Private code for the person you want to talk too: 1. Use the arrow keys to scroll to the members in your group OR the better way is to look at your phone list and using the key pad enter the PRVT number listed for the person you want to contact. When you do that it will list the phone that PRVT code is assigned to (Ex. 9 = Subaru 7).
5. When you have the correct PRVT code for the person you want to contact. Press and HOLD the big button on the left side (the one with the bumps on it).
6. You will hear on of two things. 1. A Chirp - this means you are connected to the other party and you can start speaking. 2. A BONK - this means the other person's phone is not on or they are on the phone - like a busy signal. DO NOT SPEAK BEFORE THE CHIRP!
7. Special things to remember in this mode. It is like a two way radio in which one person can speak at a time NOT like a phone were you can talk back and forth. When you are done speaking you should say "Over" and let go of the big button on the side of the phone.
8. When responding to a Two Way Radio call all you have to do is press the big button on the side, WAIT FOR THE CHIRP, and start talking. Note that the phone name of the person that is contacting you will appear on the display screen.

General

1. The Two small buttons on the left side control the speaker volume.
2. The battery symbol on the right side indicates your battery life, The battery should last all day. Make sure to charge your battery each night.
3. You can use the phone while it is plugged in and charging.
4. The Phone does have another "Group Mode" that allows one person to speak to all the members of the same group (ex. Subaru's) at one time. This mode is to be used ONLY by the lead person of each group. If you have an emergency that you can not handle let OPS know and they will take the necessary actions.

Calendar of Suggested Focal Activities

January

- Start recruiting Escorts. Set a goal do have more than you did last year
- Write an article for your chapter newsletter, and/or post some information on your chapter web page.
- Promote the Escort opportunity especially to newbies, who may have to set aside time on their summer calendar

March

- Begin collecting sizes of T-shirts, due to STP Coordinator by April 1st
- Send any special questions to the State Officers Meeting with the CD

April

- Number and sizes of "STP Staff" T-shirts due to STP Coordinator April 1st
- Assess your sign & flag needs; make arrangements to make or get more

June

- Attend a Focal Meeting to pick up equipment, pins, & t-shirts; there will be one held in the north end, and another in the south end of the Puget Sound

July

- Attend the STP Focal meeting held at the State Gathering
- Ask any questions you may have of the STP Coordinator
- Do the STP
- Report your number of riders to the STP Coordinator
- Send out 'Thank-you' notes after the STP

August

- Attend the Volunteer Ice Cream Social in Sand Point Naval Facility

Oct-Dec

- If Chapter is to have a new Focal & Assistant Focal, elect them and report new contact information to STP Coordinator before December 1st

Thank-You's

A "Thank-You" note does wonders for making people feel good about helping, and tends to create a positive memory when you are trying to recruit volunteers for the next effort.

I have used Microsoft Publisher to create a simple 'Thank-You' card. I then put the logo for the STP event (copied from the seattletoportland.com web site) on the cover, and a short note on the inside front cover. I try to make a specific card for every member or family, and personalize the message on the inside with something that happened on the event. (I would be happy to make my Publisher template available.) I try to send this out within a week of the STP. (I would also recommend sending a quick email to the entire chapter, specifically thanking the members who rode, and letting the others know about the fun they missed. This should probably be done very soon after the event, too.)

What do you say?

“(Rider name)

THANK-YOU for your help with the STP. The work you did was great for the bicycle riders, and helps get good PR for GWTA.

You really made it GREAT!

I hope you had fun, and will consider helping again next year.

See you!

(Your name or signature)”

Your thank-you can be simpler, or more involved; whatever works for you. The important point is to be sincere in your appreciation for someone giving up their weekend to help the STP and the chapter. People like to be recognized, and they also like to be appreciated. It's human nature.