

## SANDAG Bike Anywhere Day - Pit Stop Application Instructions and Evaluation Criteria

### Application information

Formerly known as SANDAG Bike to Work Day, this year's event is expanding its reach to people of all ages and backgrounds. Whether you are a college student, family, bike enthusiast, commuter, or someone who rides for leisure, Thursday, May 18 is a day to GO by Bike anywhere in region.

Please complete the [pit stop application form](#) on the SANDAG website. Organizations that wish to host multiple pit stops should submit one application per pit stop. Pit stop applications will be accepted from **Monday, March 13 through Friday, March 31, 2023**. An evaluation panel will review all applications and applicants will be notified of the panel's decision **no later than April 11**.

Applicants are asked to identify their desired pit stop location, describe what their pit stop will offer to participants, and discuss their experience or capacity to host the pit stop. Applicants must be able to explain how they will support bike riders with their pit stops.

[K-12 schools](#) are encouraged to register for a [free bike event](#) through SANDAG's [Walk, Ride, and Roll to School program](#) rather than applying to host a pit stop.

### Applications will be evaluated based on the following criteria and point system:

- **Proposed pit stop location (30 points)**
  - In order to diversify and prioritize pit stops throughout the region locations will be evaluated based on historical Bike to Work Day/Bike Anywhere data of previously under-represented areas or well performing locations. Under-represented areas are described by the following:
    - Not having pit stops available in said location for the last 3 or more years
    - Community members in said location have limited visibility or participation during other Bike Month event offerings.
- **Organization's ability to create a fun, positive, safe, and engaging atmosphere (30 points)**
  - Include a thorough description of what your pit stop would offer to Bike Anywhere Day pit stop visitors, if selected. Your description should include any proposed themes related to SANDAG, displays, music or entertainment, food and refreshments, giveaways, activities, services, promotions, or contests.
- **Organization's experience and capacity to host a pit stop (30 points)**
  - Describe who will organize the pit stop and the number of staff/volunteers available to work the pit stop. Please list and describe any partner organizations that plan to co-host or exhibit at your pit stop. You may include any plans to offer additional pit stop hours other than the required 6 to 9 a.m. timeframe, however additional hours will not earn any extra points.
  - **Previous pit stop hosts:** SANDAG will review any praise or complaints regarding your pit stop in previous Bike to Work Day events. No-shows, or those who closed early or opened late, will receive fewer points.
- **Bonus points: SANDAG Diamond Awards employers (5 points)**

- [Diamond Awards employers](#) are recognized for making strides to promote alternative commute choices in the workplace. Diamond Awards employers will receive five bonus points.

In order to ensure event participation for populations throughout San Diego County, SANDAG reserves the right to grant pit stops based on geographic necessity alone if no applications are received for a certain area. SANDAG also reserves the right to suggest combining pit stops if successful applicants propose pit stops within close proximity of each other. SANDAG annual partners and Bike Anywhere Day event supporters may be guaranteed a pit stop without participating in the application process. SANDAG will keep a waitlist with the next highest-scoring applicants and will award pit stops in that order if selected pit stop applicants are unable to fulfill their requirements.

### **Pit Stop coordinator requirements**

In the application, you will be asked to agree to the following responsibilities if selected as a pit stop host.

Pit Stop Coordinator:

- Must attend the pit stop host webinar on Thursday, May 4 (or make other arrangements to watch the recording)
- Must pick up pit stop materials on Tuesday, May 16 from Mission Valley Library during a designated timeslot between 10 a.m. and 1 p.m.
- Must open pit stop on Thursday, May 18 no later than 6 a.m. and stay open until 9 a.m.
- Must be willing to co-host a pit stop with another organization (non-competing) located within close proximity of application location if asked to by the Pit Stop Selection Committee
- Must promote Bike Anywhere Day your organization's associated social media channels prior to Thursday, May 18. Social media promotion includes but is not limited to resharing posts, tagging SANDAG accounts, posting original content utilizing event hashtag #BikeAnywhereSD
- Must provide refreshments (water at a minimum)
- Must set up in a safe, visible, accessible location
- Must display all provided SANDAG signage and materials
- Must confirm pit stop location on interactive map within five business days of application approval
- Must have a friendly, encouraging attitude and create an interactive welcoming experience
- Must submit a count of all pit stop visits/tallies by noon on Bike Anywhere Day Thursday, May 18, 2023
- Must complete a pit stop coordinator survey after Bike Anywhere Day
- Must follow current County of San Diego [health and safety precautions](#)