

The Low-Cost Bike Helmet Initiative

How do Manitoba schools participate?

1. **Please read all instructions before proceeding.** We ask that you designate a contact person who will coordinate your school's communication with the MDA.
2. **Order Forms** – Enclosed is your school's helmet ordering package containing enough order forms and parent letters for each student. The school is asked to distribute one order form and one parent letter to every student. Additional forms and a cover letter template may be downloaded at: www.gov.mb.ca/healthyliving/bikesafety/helmets.
3. **Student Deadline** - Students are to return their orders with payment by cheque by **February 11, 2011**.
4. **Payment by Cheque** - Cheques should be made out to the MDA. Please note that orders will not be filled for NSF cheques returned by the bank. Where the child's name and the parent's family name are different please write the name of the child at the bottom of the cheque.
5. **Payment by Cash** - In order to expedite ordering we are requesting that schools submit one cheque for all families paying in cash for their helmets rather than forwarding cash to MDA. Please do not send cash with your school's order.
6. **School Deadline for Order Submission** - School contact persons must send the completed order forms with payment to MDA by **February 22, 2011**, using the envelope provided. In order to ensure timely delivery of the helmets, late orders can not be accepted.
7. **Record Keeping** - We strongly recommend that **schools keep a copy of each student's order form**. This will be helpful when helmets are being handed out to students in May.
8. **Helmet Delivery** - Orders will be delivered to the schools by the end of April 2011 in time for the new cycling season.
9. **Free helmets** - Manitoba Healthy Living, Youth and Seniors will provide a limited number of free helmets for students facing financial barriers. Helmets will be provided at no charge to the school for students who are unable to purchase one. Schools may identify up to 10 students requiring a free helmet and should complete an order form on their behalf. Please ensure that the correct size and style of helmet is ordered for the student and indicate "free helmet" in the payment section of the order form.

If you have questions or require additional information about the *Low-Cost Bicycle Initiative*, please contact Ms Kathleen Burr, Client Services Supervisor, MDA, at 204-945-5908 in Winnipeg, or by email at kathleen.burr@gov.mb.ca.