

SafeRoutes To School



Sonoma County Bicycle Coalition

WALK AND ROLL TO SCHOOL DAY CHECKLIST

BASIC TASKS TO GET DONE BEFORE THE BIG DAY IN OCT:

(organize these tasks during the first weeks of school)

- Make sure your principal has the date on your school's master calendar and ask for permission to set up a Safe-Routes to Schools welcome table on International Walk and Roll to School Day.
- Recruit your greeter(s) to staff your welcome table.
- Check if your PTA can provide funds for purchasing healthy snacks and drinks for the welcome table.
- Arrange for crossing guards and/or adult monitors
- Identify 2-5 staging areas (meeting locations) for families to meet within ½ mile of the school on the day of the event.
- Notify your local police department of the date and ask for a police escort (if possible) on the day of the event.

GO THE EXTRA MILE:

- Solicit donations for food and/or prizes from your local supermarket and/or stores (sample solicitation letter provided by Safe Routes to Schools)
- Invite town and school officials, celebrities, school, and fire departments to participate.

- Organize a sign-painting afternoon at your school.
- Schedule a Safety Arts class (poster painting class) through Safe Routes to School. Classes must be scheduled in early September.
- Solicit support from your student council, community groups such as rotary clubs, bike and walking clubs, and local business.
- Acknowledge and possibly reward the class that had the most participating students.
- Arrange a bike decorating afternoon the day before the event.

PUBLICITY:

- Use your school's newsletter to make parents aware of the event and recruit volunteers. (Complete this task during the second week of school)
- Hang posters/flyers provided by Safe Routes to School (Complete this task two weeks in advance of the date).
- Hand handmade posters by your school (complete this task one week in advance of the event)
- Ask room parents to email/call parents (Complete task two days in advance of the event)
- Ask your principal to make an announcement (Complete one day in advance of the event)
- Notify teachers and ask them to remind students (Complete one day in advance of the event)

- Send out a press release (**Complete two weeks in advance of the event**)

ORGANIZE SPECIFIC MEETING LOCATIONS IN KEY NEIGHBORHOODS:

- Identify 2 - 5 active neighborhoods to arrange meeting points for bikers and walkers on the morning of International Walk and Roll to Schools Day
- Recruit two volunteer team leaders for each neighborhood, one to coordinate walkers and the other leader to coordinate a train of bikers
- Encourage neighborhoods to meet in advance to decorate bikes and make signs for walkers (Safe Routes to Schools can provide one vinyl banner to an organized walking group from your school)
- Identify a neighborhood landmark (or a house address) and a specific meeting time for each neighborhood on the morning of International Walk and Roll to school Day
- Safe Routes to Schools recommends neighborhood meeting times to be ten minutes in advance of the start time for waking/biking to school (and please allow enough time to arrive at school ten minutes before the school bell rings)
- Coordinate the convergence of neighborhood walking groups to merge into a big Walking School Bus on International Walk and Roll to School Day
- Publicize the routes via newsletter, emails (use editable flyer provided by SR2S)

Remember to give each of your volunteers something to do. If everyone does a little bit, then no one is burdened with too much to do.