



Walk and Roll to School Day Event Planning

<u>Task</u>	<u>Time</u>
<u>I. Publicity</u>	
1) Flyers (with permission slips)	2.5 weeks prior - send to copy 2 weeks prior - distribute to teachers' boxes for student take-home folders
2) Theme posters with event date	1 to 2 weeks prior - hang on hallway walls
3) Newsletter article/announcement	according to school newsletter schedule
4) Banner with date	1 week prior - have custodian hang in prominent location
5) Other: Closed circuit TV "ads" School radio station announcements Parent networks - listservs, etc.	
6) Notify crossing guard(s)	1 week prior
<u>II. Walking School Bus/ Bike Train</u>	
1) Develop routes and times; publish schedules on permission slip	3 -4 weeks prior
2) Adult Volunteers	
- Recruit walking and biking parents	2-3 weeks prior
- Determine bus and train leaders	
- Conduct training for leaders	
- Keep tally of additional parents who volunteer through permission slips	
- Assign additional volunteers as needed (per permission slip return); for bike trains, maintain a 1:4 adult-child ratio	

Task	Time
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3) Permission Slips

- Determine method for collection
- Keep on-going tally of numbers for each bus and train

4) Materials

- signs for walkers day before or day of
- vests for bike-riders
- extra helmets
- first aid kits
- bike train whistle (optional)

III. Reception Area

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| 1) Recruit 5-6 volunteers | 2 weeks prior |
| 2) Stickers - design walking and biking stickers according to theme | 1 week prior |
| - print | day before |
| 3) Rewards - prizes and/or poster-signing according to theme | 1 month prior (if ordering new prizes) |
| 4) Refreshments: light snack, gatorade, water | 2 days before |
| 5) Arrange with custodian for tables, trash can, banner hung | 2-3 days before |
| 6) Orient and assign volunteers to specific tasks | day of |

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