

PLANNING BIKE, WALK & ROLL TO SCHOOL DAY at an Upper Valley School

PLANNING TIMELINE	
6 weeks before event	<ul style="list-style-type: none"> - Convene core team of 2-3 staff or parents to organize event and recruit chaperones - Determine goals of event - Include Student Council, if applicable
Month before event	<ul style="list-style-type: none"> - Determine routes (think safety, convenience, enjoyment) and walk/ride them to confirm that they are appropriate - Coordinate with special educators about including ALL students - Coordinate with bus garage about date & routes - Coordinate with Police Dept. about date & routes - Pick a date, including rain date - Send a "Save the Date" to bus garage, police department, parents, staff, and students - Find sponsor for event, if necessary (think about food and other expenses, plus in-kind gear or tech support for bike ride)
Two weeks before event	<ul style="list-style-type: none"> - Determine drop-off locations/times with bus garage - Set drop-off times for parents driving kids (if earlier or later than bus drop-off times) - Determine what police assistance is needed and where - Check in with special educators - Put detailed announcement in parent e-newsletter - Promote event to staff and students - Designate secure location for students to leave bikes on day of event - Recruit parent and staff chaperones (think about incentives!) - Use signupgenius.com or similar online tool to organize/track chaperone signups - Make Google map with routes and assigned sections to share with police department, school staff, parents, and chaperones - Plan before-school breakfast for participants - Adjust school start time if necessary and communicate that to parents and staff
Week before event	<ul style="list-style-type: none"> - E-mail info, Google map, and route assignments to chaperones - Make sure parent chaperones have signed district volunteer form (if applicable) - Collect cell phone numbers of chaperones - Note home/e-mail to parents with event info and safety tips - Press release to local media

	<ul style="list-style-type: none"> - Post to town discussion list, Facebook, etc. to announce to community (warn drivers to use caution, drum up community support for event) - Alert relevant businesses or entities that students will be using a nearby parking lot or route (if applicable) - Reminder to staff and students - Acquire neon traffic vests for chaperones to wear
Week of event	<ul style="list-style-type: none"> - Check weather and reschedule event if necessary - Morning announcements over PA system about event (if applicable) - Show Student Council's spring 2015 promo video in advisories - Go over bike and walk safety in homeroom - Reminder to parents and staff - Re-post to community e-mail lists, Facebook, etc. to announce to community - Confirm with event sponsors - Confirm with bus garage - Confirm with parent and staff chaperones - Confirm with police department - Get breakfast for participants - Student Council to promote event - Recruit students unable to participate in the walk or ride to help with event (work breakfast table, take photos, write about event for newsletter, etc.) - Make and communicate contingency plans - Estimate number of participants via homeroom tally - Make large posters for drop-off points (e.g. "Get off here for HMMS Bike & Walk to School Day!")
BIKE & WALK TO SCHOOL DAY	<ul style="list-style-type: none"> - Remind students about road safety rules at start of walk and bike routes - School staff, parents, or bike shop mechanics to help students adjust bikes and make sure they are road-worthy - Take photos of event (aim to get group shot at the end in the school yard!) - Give stickers and breakfast to participants - Get coffee and/or breakfast treats for chaperones - See detailed descriptions of volunteer duties below
Day after event	<ul style="list-style-type: none"> - Thank parent volunteers, bus company, and police department

CHAPERONE POSITIONS - WALK

<p>MC on Bike (1 needed per route) Parents or School Staff</p>	<ul style="list-style-type: none"> - Meet sweepers at start locations to give them coffee, vests, bus drop-off schedule, "Get off here..." poster, volunteer assignments, and master list of volunteers with contact info - Ride along route, re-assigning volunteers as needed - Check in with volunteers - Have cell phone numbers of all volunteers - Collect vests from sweepers after event - Be a cheerleader for chaperones - Take photos
<p>SWEEPER (2 needed per route) School Staff</p>	<ul style="list-style-type: none"> - Greet parent volunteers, give them neon vests, remind them of their assignments - Meet students at drop-off/start - Rally students, get them excited! The "Get off here..." posters help! - Control chaos around drop-off - "Sweep" at end of walk, after final bus drop-off and parent drop-off, walk with last students to school - Dismiss volunteers during "sweep" and collect their vests
<p>SECTION CHAPERONE (# based on route) Parents or School Staff</p>	<ul style="list-style-type: none"> - Ensure students cross roads safely - Keep students on pace if needed - Ideally, one chaperone per crosswalk
<p>SCHOOL MONITOR (2 needed total) School Staff</p>	<ul style="list-style-type: none"> - Help Student Council with breakfast - Contain chaos around the school - Optional: tally number of participants

CHAPERONE POSITIONS - BIKE

<p>LEADER (1 needed per route) School Staff</p>	<p>Lead the ride, stop at stop signs and crosswalks and ensure group crosses safely</p>
<p>SWEEPER (1 needed per route) School Staff</p>	<p>Ride behind last student, help keep students on pace and in single file, help with safe crossings, remind students to communicate</p>
<p>SECTION CHAPERONE (# based on size of group)</p>	<p>Ride among students, help keep students on pace and in single file, help with safe crossings, remind students to communicate</p>

TIPS FOR SUCCESS:

Plan! A Bike & Walk to School event takes planning, but is very doable! Give your team plenty of time to organize it well so everything runs smoothly.

Create ownership! Make the event part of the rhythm of the school – for kids, staff, and parents. Tie it all together, and make it a logical extension of daily activities so it's not a disruptive add-on. You can also make it part of an already occurring event, like a school spirit week, wellness week, or sustainability week.

Use your social networks! Recruitment of parent and staff chaperones is most successful through direct personal appeal, rather than through a mass e-mail or newsletter.

Be inclusive! Allow students coming from farther away or those without bikes to participate with bus drop-off points on the walk routes. Accommodate students with disabilities.

Communicate! Make sure parents, school staff, volunteers, students, police department, and the bus company know the event details, contingency plans, and how to contact each other before and during the event.