

Walk to School Day Timeline



Key Activities	Responsible Party	Start/End Date	Tracking measures
<ul style="list-style-type: none"> Assign Walk to School Day point person Develop plan to participate in Walk to School Day Initiate communication with school 	Walk to School Coordinator	June – September	<ul style="list-style-type: none"> School officials' approval of plan Walk to School Day added to next year's school calendar
<ul style="list-style-type: none"> Continue meeting throughout the summer Develop a plan to prepare for Walk to School Day; implement an activity on the day and conduct follow-up and post-event activities 	Point Person	August	<ul style="list-style-type: none"> Parent, teacher, community and/or student volunteers recruited to meet during the summer and plan event. Point person has a list of their names, phone numbers, etc. Plan reviewed by committee Subcommittees formed, such as: <ul style="list-style-type: none"> Survey Traffic Control Media Incentives
<ul style="list-style-type: none"> Prepare flyers to be sent home to parents during first week of school Get approval from school administrator 	Subcommittee	Mid to late August	<ul style="list-style-type: none"> Flyers approved
<ul style="list-style-type: none"> Create awareness of Walk to School Day activities 	Subcommittee	First week of School Year	<ul style="list-style-type: none"> Flyers inserted into student packets Information included in school newsletter Scheduled to speak at 1st evening parent/family activity, i.e., Back to School Night
<ul style="list-style-type: none"> Prepare families to participate in Walk to School Day 	Subcommittee, School administrator	Two weeks before event	<ul style="list-style-type: none"> Letter to parents on how to get involved is sent home Walkability Checklists sent home Signs posted at and around school
<ul style="list-style-type: none"> WALK! 		Day of event	<ul style="list-style-type: none"> Collect Walkability Checklists from participants Distribute incentives to participants Invite guest speaker Acknowledge participants Acknowledge crossing guards
<ul style="list-style-type: none"> Conduct post-event meeting with community stakeholders 		Week after event	<ul style="list-style-type: none"> Surveys collected Committee decided to further meetings with local traffic engineering and law enforcement to discuss identified hazards on routes to school Develop activities to be conducted throughout the school year promoting safe walking
<ul style="list-style-type: none"> Host events promoting physical activity and walking to/from school 		Throughout the school year	<ul style="list-style-type: none"> Safe walking activities included in school calendar and implemented