

SR2S Team Checklist and Meeting Topics

Steps	By When	By Whom
1. Complete and send SR2S invitation letters to parents and community stakeholders. Attach Walk to School Day flyer.		
2. Recruit team members at SR2S information meeting or the Walk to School Day follow-up. Use the SR2S DVD or Powerpoint, and provide Volume 1 of the SR2S newsletter.		
3. Kick-off SR2S with a school assembly for staff, students and parents.		
4. Conduct monthly meetings to plan and carry out Safe Routes to School activities. See "Meeting Topics" (below) for meeting ideas. See "Teamwork Tips" (end of module) for building a team.		

Meeting Topics

September- Plan Walk to School Day (see the Walk to School Day module).

October- Hold Walk to School Day and SR2S information meeting. Use visioning exercise (see SR2S Team module). Set a meeting schedule. Send SR2S invitation letter out.

November- Distribute and collect parent and student SR2S surveys (see Behaviors and Attitudes module). Recruit stakeholders who are missing from team.

December- Analyze survey data; identify findings to share with school community.

January- Finalize the date for the walking audit (see Safe Routes module). Decide how maps will be obtained and start the map procurement process (see "Maps and Map Options" in the Safe Routes module).

February- Identify routes to be assessed during the walking audit. Pick date to assess school property and drop-off/pick-up locations.

March- Prepare and copy maps (see Safe Routes module). Send walking audit invitations to dignitaries.

April- Send out walking audit press release 5-7 days before event. Conduct walking audit and list recommendations. Collect year-end survey data if appropriate.

May- Create draft action plan (see Making Change module). Plan for fall Walk to School Day.

Summer- Collect cost and funding information and finalize plan.

Year 2 and Beyond- Implement plan. Seek necessary approvals, present proposal to stakeholder groups, obtain funding, etc., as outlined in plan.