

CHECKLIST:

Organize a KidsWalk-to-School Program in Your Neighborhood

This checklist will help you follow the general guidelines for creating a KidsWalk-to-School program that is ideal for your neighborhood. The steps are explained in detail on pp. 7–19. Photocopy the checklist and send it to other community members who are helping with your program.

Step One: Identify Interest

- Informally talk with neighbors to identify who would like to participate in the program.
- Talk with school officials about the KidsWalk-to-School program.
 - a. Find out if the school already has similar programs.
 - b. Ask what rules the school has for transporting the children to and from school.
- Send a letter about the program to neighborhood residents (see Tool A, p. 53).
- Contact other potential partners.
 - a. Contact the local health department.
 - b. Contact the police department.
 - c. Contact the transportation department.

Step Two: Organize

- Notify neighbors about the informal neighborhood KidsWalk-to-School meeting.
- Hold an informal neighborhood meeting.
 - a. Recruit volunteers.
 - b. Identify needed resources and begin to secure them.
 - c. Pick a time, date, and place for the planning meeting (detailed in Step Five).

Step Three: Assess

- Provide a walk-to-school survey to parents (see Tool B, p. 54).
- Obtain a map of the neighborhood and school area.
- Take a walk around the neighborhood and the school to assess safety and walkability (see Tool C, p. 57).
- Examine the results from the Walkable Routes to School survey and the Walk-to-School survey.
 - a. Use the results of the walkability survey to identify areas on the map that are particularly safe or dangerous.
 - b. Map the locations of families in the neighborhood who are willing to participate.
 - c. Identify potential routes to school.
 - d. Calculate the number of children who use each mode of transportation.
 - e. Record the names, telephone numbers, addresses, and ages of children whose families are interested in participating.
 - f. Contact the parents who responded that they wanted to contribute to the program.

Step Four: Plan

- Hold a KidsWalk-to-School program planning meeting.
 - a. Present a summary of results from the neighborhood survey.
 - b. Define objectives or goals for your KidsWalk-to-School program.
 - c. Set priorities and deadlines for the action plan to make your neighborhood more walkable.
 - d. Assign tasks.
 - e. Make a timeline.
 - f. Develop an organizational chart that includes tasks, deadlines, and persons responsible. Send the chart to all participants.
- Decide what safety precautions must be taken.
- Organize adult leaders' schedules.
- Send out parental consent forms (see Tool D, p. 59).
- Conduct a practice walk to school.

Step Five: Implement

- Sponsor a KidsWalk-to-School kickoff event.
- Contact the media and/or local celebrities to be present at the kickoff (see Tool E, p. 60, and Working with the Media, p. 29).

Step Six: Evaluate

- Reevaluate the program each term.
 - a. Informally ask all participants what they like about the program and what they think can be improved.
 - b. Fill out the KidsWalk-to-School Evaluation Form (see Tool F, p. 61).
- Keep an eye on the progress of your program.
 - a. Monitor and address participants' concerns.
 - b. Keep the school informed about participation, problems, and improvements to KidsWalk-to-School.

Step Seven: Look to the Future

- Keep your program going.
 - a. Plan for the next school term's program.
 - b. Restart the program every term.
- Look for ways to expand the KidsWalk-to-School program.
 - a. Promote the success of the KidsWalk-to-School program to other neighborhoods, the school, and the community.
 - b. Conduct an informal schoolwide travel-to-school survey.
 - c. Help people in other neighborhoods start their own KidsWalk-to-School program.
- Plan the program on a larger scale.
- Take steps to secure a walkable community far into the future.

