



MOVE it! Walk / Bike Clubs Team Job Descriptions



Advertising: This team would be responsible for creating and distributing flyers, designing and hanging signs & banners and communicating program details with the school community via PTA Newsletters, E-Mail and/or School Newsletters. This team would also be responsible for creating any signage that can be carried (if desired) by students on the walk/bike days.

Mapping: This team would be responsible for developing a “Route Map” (same map for International Walk to School Day). They would start by identifying the most frequently traveled streets and entry points into campus and then work backward from there. The routes should travel through the various surrounding neighborhoods on the “main streets”. There needs to be several “Walking Bus Stops” along the way as well. After identifying the “stops”, this team would assign “walking bus stop times” to each stop location. This will vary from school to school based on your school start time. These maps would be posted on the school website, sent home with students, posted in classrooms and other key locations on campus. If you would like an aerial image of your school boundaries, please contact Shelby Renfeld at 746-1376 or srenfeld@roseville.ca.us. Please see route map samples.

Celebration: This team would be responsible for creating a program for the Celebration that takes place at the conclusion of the year-long program (you can also do a mid-program celebration). It is best if the school principal or other highly recognizable school figure (vice principal, popular teacher etc) could emcee this event. Invite the Fire Department and Police Department to come to your event. Ask them if you can borrow their mascot costumes and then have one of your volunteers dress up and mingle in the crowd of students. If your school has a mascot, dress them up too! This team would also consist of several smaller “teams” as well. Each team would be responsible for setup and teardown of their areas.

Food - bananas, fruit snacks, granola bars, water, muffins etc.

Pictures - there should be several people who are assigned to take photos of your event. These will come in handy when you advertise for the following year and will also be great for your yearbook!

Decorations - balloons, stage props etc.

Music - create a CD with kid-friendly, upbeat, fast paced music that they can dance to!

Parent Volunteer Recruiters: This team would be responsible for recruiting volunteer parents to walk to school with students. You are much more likely to get volunteers if you make the commitment small. Ask parents to walk ONE time per month. Assign them to the “first Wednesday”, “second Wednesday” etc. They would be assigned a “stop” and a “stop time” closest to their home (these are identified on the route map). This team would prepare a packet of information to distribute to the volunteer parents that would include their schedule and a contact list of other parents on their route. The packet would also include the route map and an information sheet with emergency numbers (such as the school’s number) as well as the Move It Walk/ Bike Club Coordinator’s number.

Incentives: This team would be responsible for obtaining incentives from area businesses to give to students upon arrival at school (i.e. ice cream gift certificates, pizza gift certificates, passes for recreational activities etc.) This team would also be responsible for researching and purchasing any other incentives you wish to give to students (i.e. silicone “Walk to School Day” wristbands, shoelace charms, logo’d pencils, pens, beach balls etc.) You do not have to spend money to have incentives. Most businesses will give you gift certificates as a donation. If you have no budget for incentives then get creative. Ideas include: extra recess, longer lunch, movie day, walk to the park and more!

E-Mail: SRTSRoseville@roseville.ca.us or Phone: 916-746-1376

SafeRoutes
Roseville Safe Routes to School

