

# Walking Wednesday Check List

Task	Who	√
Pre-Planning		
Support & approval for program from School Principal		
Permission from Superintendent of Schools		
OK from transportation coordinator		
Coordinate plan with bus company/supervisor		
Plan		
Selection		
Select drop/start points (locations about .5 - .75 miles from school)		
Select day of week for program (does not need to be Wednesdays)		
Select date for kick off!		
Determine frequency of program (weekly/every-other week/monthly)		
Organization		
Permission form developed		
Identification system developed (wrist bands/ID badge/etc)		
Incentives? (to use or not to use, and if using – what?)		
Promotion (develop flyer, announcements, posters)		
Administration/staff/parents to supervise (sign-up list)		
Time for drop determined		
Implementation		
Permission form sent home/received		
Identification system in place		
List of bus riders with permission holders highlighted		
Staff assigned to drop points with list of approved walkers		

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