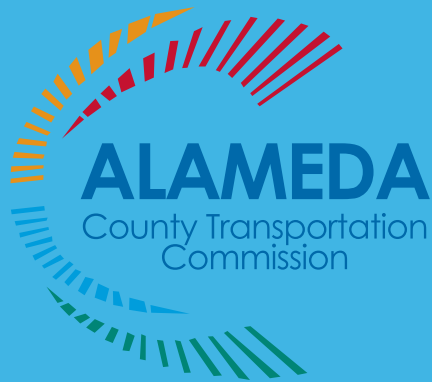




**Safe Routes
to Schools**

Alameda County

www.alamedacountysr2s.org



METROPOLITAN
TRANSPORTATION
COMMISSION

2017 Bike to School Day Toolkit



Alameda County Transportation Commission

Bike to School Day Toolkit

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“How To” for Champions/Contest Coordinators

Thursday, May 11th, 2017

Event Description

May is Bike Month! We partner with Bike East Bay to celebrate Bike to School Day in over 100 schools throughout Alameda County.

This is approximately a 30 minute event to be held before, during, or after school (depending on what works best for your school). During these 30 minutes, students will be greeted by smiles of encouragement and a giveaway if they roll to school on a bike, scooter, skateboard, etc.

Event Benefits

- » Decrease traffic congestion around your school
- » Encourage students to be physically active
- » Encourage rolling to school
- » Reduce pollution
- » Build a sense of community

Additional Resources

[Educators Guide](#) classroom activities and lessons aligned with the common core standards with pedestrian and bicycle themes. You can find an electronic copy of the Educators Guide here: alamedacountysr2s.org/programs/educators-guide/

- » Grades K-1 *This is the Way We Go to School: How We Get to School with Getting to School Survey: student/parent survey* handout.
- » Grades 2-3 *Active Travel Choices: This is the Way We Go to School with Exercise Your Addition Skills* handout
- » Grades 4-5 *My Safe Route to School: What is my Safest Route?*



Event Timeline: What will you (or a volunteer) need to do?



4 Weeks Prior to Event

- » Make sure you have registered your school for 2017 Bike to School Day.
- » Schedule a meeting with principal to ensure support for 2017 Bike to School Day.
- » Work with your SR2S Coordinator to be sure that all students and families feel included.
- » Present Bike to School Day at PTA/SSC at an April meeting (START RECRUITING VOLUNTEERS!)
- » Attend a Task Force Meeting (date TBD by Site Coordinator) to review the event, get updates from your district, and collect all materials for your event.
- » Coordinate an “Above and Beyond” bike activity to help make Bike to School Day at your school come alive. **This may take anywhere from 30 minutes to an hour.** (Optional- Please see Appendix for ideas.)

1-2 Weeks Prior to Event



- » Post 8.5x11 promotional posters in each classroom.
- » Post 8.5x17 promotional posters around schools.
- » Promote event via newsletter, parent letter, morning announcements, etc.

1 Day Before Event

- » Contact/communicate with volunteers that will be working at the welcome table.
- » Make sure school custodian can open school early to secure a table and chair.
- » Print out any safety flyers or banners that you will give away to parents.
- » Make sure all volunteers have access to giveaways and any other materials you will need for your event.

the event. **That same day by 11 am, please either text or email your numbers to (510)213-4496 (Nora Cody) or staff@alamedacountysr2s.org.**

- » If you are holding your event on another date, please plan to count cyclists and rollers as they arrive at your school OR count the number of bikes, scooters, skateboards at your bike racks the day of the event. **That same day by 5 pm, please either text or email your numbers to (510)213-4496 (Nora Cody) or staff@alamedacountysr2s.org.**
- » **Have fun and celebrate your success!**

Day of Event

- » Show up early to set up and prepare for your 30-40 minute event. Set up usually takes around 5-10 minutes, depending on materials you plan to give out.
- » Create a festive environment with music, decorate table, sidewalk chalk, etc.
- » Take pictures - we will need these to post on our Facebook page and website (please ask Site Coordinator for photo waivers).
- » If you are holding your event on May 11th, please plan to count cyclists and rollers as they arrive at your school OR count the number of bikes, scooters, skateboards at your bike racks the day of



These are opportunities for volunteers to help, please contact your Site Coordinator for more info.



Additional Resources

Newsletter text (English)

Template for Schools Celebrating on May 11th

Bike To School Day!

It's time to dust off your bike, pump up the tires, and check the brakes! Bike to School Day on **May 11th** is just around the corner! Join your friends, or make new ones, reach out to your neighbors, form a bike train--hop on and pedal! Each year more and more schools join the celebration and fun of using pedal power to get to and from school. Bike commuting is good for our health, the community, and the planet. Be part of the solution!

With thousands of riders pedaling on Bike to School and Work Day, it's one of the best days to try out cycling with your family--there's safety in numbers. Energizer Stations are in place to congratulate your efforts and help give a boost to your day! Treats and goodies await you at **[Address of nearest Energizer Station - ask your Site Coordinator for address of nearest location if needed]**.

At **[School Name]** Safe Routes to Schools Champions will greet riders with bright stickers, and high fives! **[Include here any giveaways and other particulars to your school]**.

After dropping off your children you can enjoy continuing your commute to work. Check out other Bike to Work activities at bikeeastbay.org/events/bike-work-day-2017, there is a lot going on, and it only begins with your journey to school/work.

Don't forget, children under 18 must wear a helmet. It's the law! Be a "roll" model and wear your helmet, too! If you have questions please contact **[SR2S School Champion or Site Coordinator info]**.

See you at the bike racks!

Name



Template for Schools Celebrating another day other than May 11th

It's time to dust off your bike, pump up the tires, and check the brakes! Bike to School is Day is just around the corner! Join your friends, or make new ones, reach out to your neighbors, form a bike train--hop on and pedal! Each year more and more schools join the celebration and fun of using pedal power to get to and from school. Bike commuting is good for our health, the community, and the planet. Be part of the solution!

Schools around the county are celebrating Bike to School Days in May. **[Name of school]** is celebrating Bike to School on **[Date]**.

At **[School Name]** Safe Routes to Schools Champions will greet riders with bright stickers, and high fives! **[Include any other giveaways and other particulars about the event at your school]**.

Don't forget, children under 18 must wear a helmet. It's the law! Be a "roll" model and wear your helmet, too. If you have questions please contact **[SR2S School Champion or Site Coordinator info]**.

See you at the bike racks!

Name



Newsletter text (Spanish)

Texto para el boletín informativo para escuelas que celebraran el Día de Ir en Bici a la Escuela el 11 de

¡Día de Ir a la Escuela en Bici 2017!

¡Ha llegado la hora de desempolvar tu bicicleta, inflar las llantas, y revisar los frenos! El Día de Ir a la Escuela en Bici está a la vuelta de la esquina, ¡es el 11 de mayo! Únete a tus amigos, haz nuevos amigos, invita a tus vecinos, forma un tren de bicis-¡súbete y pedalea! Cada año, más y más escuelas se unen a la celebración y diversión de usar el poder del pedal para llegar a, y desde, la escuela. Transportarnos en bici es bueno para nuestra salud, la comunidad, y el planeta. ¡Se parte de la solución!

El Día de Ir a la Escuela y al Trabajo en Bicicleta es uno de los mejores días para intentar andar en bici con tu familia ya que miles de ciclistas estarán pedaleando en este día. Entre más personas andan en bici, más seguro es. Habrá Estaciones Energetizantes para felicitar tus esfuerzos y darte un empuje para tu día. Te esperan bocadillos y regalos en **[poner dirección de la Estación Energetizante más cercana a la escuela - contactar a su Coordinador de Rutas Seguras obtener dirección]**.

En la escuela **[poner nombre de la escuela]** coordinadores del programa Rutas Seguras estarán recibiendo a los estudiantes que lleguen en bici con pegatinas (calcomanías), y con porras. **[Incluye aquí cualquier regalo u otra información acerca de su evento/escuela]**. Después de dejar a tu niño(s) puedes continuar disfrutando con tu viaje al trabajo. Infórmese sobre otras actividades relacionadas a ir en bici al trabajo en bikeeastbay.org/events/bike-work-day-2017, habrá muchas actividades durante el día, y todo empieza con tu viaje a la escuela/trabajo.

¡No se olvide que los niños menores de 18 años por ley tienen que usar casco! ¡Se un buen ejemplo y póngase el casco también! Si tiene alguna pregunta favor de contactar a **[poner nombre de Coordinador de Rutas Seguras]**.

¡Nos vemos en las bicis!

Nombre



Above and Beyond Ideas

Your event can be as simple or robust as you like. Here are some suggested activities to get you rolling. Please do not hesitate to contact your Site Coordinator if you would like additional support in planning or implementation!

- » Decorate spoke cards with students to put in their wheels. Use contact paper to protect them from the weather.
- » Have top-secret Bike Elves leave surprises (ribbons, cards, messages, etc) on bikes before or during the big day.
- » Talk to your Site Coordinator about hosting the BikeMobile, Bike Blender, or Bike Trivia Wheel!

Set up a Bike to School Day table outside the front entrance of your school, or by the bike racks and:

- » Provide refreshments for bikers, scooters, or roller skaters.
- » Pass out snacks or small giveaways to students who roll to school.
- » Decorate helmets with glitter, stickers, or colorful tape.
- » Host helmet fittings and pass out helmet safety information for students.
- » Ride to school with your principal or teachers. Select a meeting point and time for a group ride to school in the morning.
- » Have a parade at lunch time where proud bikers and scooters ride around the blacktop to show off their skills while other students cheer.



Bike to School Day Participation Reporting Sheet

Bike to School Day Participation

Champion Name: _____ School: _____ Date: _____

Reporting Instructions:

- » If you are holding your event on **May 11**, count people on bicycles and other rollers as they arrive to school or at your bike racks.
- » Text or email your numbers (or a photo of this sheet) to **(510) 213-4496** or **staff@alamedacountysr2s.org by 11 am.**
- » If your event is on another date, please send in your numbers at the end of your event.

	Bike	Scooter	Skateboard
Tally			



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www.alamedacountysr2s.org
staff@alamedacountysr2s.org



Alameda County Transportation Commission
1111 Broadway, Suite 800
Oakland, CA 94607
www.AlamedaCTC.org

