[DATE]

Dear Volunteer,

Thank you for donating your time to assist with [NAME OF PARK AND WALK], expanding the benefits and joys of walking to school to all students at [NAME OF SCHOOL]. This program would not be possible without your support!

Starting on [DAY, MONTH, DATE] at [TIME], all parent and caregiver vehicles will drop students at [DROP-OFF LOCATION] where they will be met by [SCHOOL NAME] staff and volunteers like yourself. Adults (school staff and volunteers) will help with street crossings and walk with students along the route to school. The [NAME OF PARK AND WALK] will continue [FREQUENCY i.e. DAY OF WEEK] through the fall, weather permitting. It will resume in the spring.

You have been assigned as follows:

* **Greeter** - Meet at the bus drop-off location above at [TIME].
* **Crossing Guard** - Please be at the intersection of [STREET] and [STREET] by [TIME].
* **Walk Along Volunteer** - Meet at the vehicle drop-off location above at [TIME].

More information about the route and your role is included on the following pages.

If you have any questions about your role, or must miss a day for any reason, please contact [NAME OF PARK AND WALK LEADER] at [PHONE NUMBER, EMAIL ADDRESS] as soon as possible to allow time to find a replacement.

Sincerely,

[NAME]

[NAME OF PARK AND WALK] Leader

[PHONE NUMBER, EMAIL ADDRESS]

# **PARK & WALK VOLUNTEER ROLES**

## Greeter

* At the drop off while students are unloading, stand on the edge of the sidewalk closer to the street—between students and the traffic.

## Crossing Guard

* A Crossing Guard is always the first person in the street and the last person out of the street.
* Crossing Guards should ALWAYS wear reflective vests.
* Stand near the curb or edge of the street, on the side from which children are approaching.
* Stop children a safe distance back from the curb or edge of the street. Instruct children to cross only on your signal. See blue text box on the next page for more details.

## Walk Along Volunteers

* Walk along volunteers USUALLY wear reflective vests.
* At drop-off while students are unloading, stand on the edge of the sidewalk closer to the street—between students and the traffic.
* Verbally reinforce crossing practices at intersections (e.g. “Listen to the crossing guard,” “Is she/he telling us to go or to stop?”)
* Reinforce pedestrian education (e.g. “Use the sidewalk,” “Walk, don’t run, through intersections.”)
* Have fun! Walk with children who could use an adult by their side.
* If there is ever an intersection without Crossing Captain, a Walk Along Volunteer should patrol the intersection, rather than walking along. See blue text box for more details.

**IMPORTANT REMINDERS FOR ALL VOLUNTEERS:**

* **Report ANY issues along the route to school administration and park and walk leader.**
* **If you are at the drop-off location before staff, do not allow vehicles to unload until the lead staff arrives.**

**GUIDANCE FOR STREET CROSSINGS:**

1. **Wait for a gap in traffic on the guard’s side of the street.**
2. **Face the closest oncoming traffic and make eye contact with the approaching drivers.**
3. **Walk to the center of street with the STOP PADDLE held high. If not using a STOP paddle, walk to the center of the street with an arm raised toward traffic and parallel to the ground with the palm and fingers extended upward.**
4. **Where there are more than two lanes, enter the street and alert the traffic one lane at a time.**
5. **Face opposite approaching traffic and make eye contact with those drivers.**
6. **Stand on the crosswalk line close to the center of the street and make sure that all traffic has stopped, including any turning vehicles.**
7. **Verbally instruct the children to cross and tell them to look left-right-left while crossing and proceed across the street within the marked crosswalk.**
8. **Do not allow any cars to cross the crosswalk until all the students have crossed.**
9. **Remain in the center of the street until the last child reaches the opposite side of the street.**
10. **Walk to the curb or edge of the street with the STOP paddle and/or stop-arm held high the entire way. When back at the curb or edge of the street, lower hand(s) and allow traffic to flow again.**

**INSERT MAP WITH DROP-OFF LOCATION AND WALKING ROUTE**