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**Action Plan Check List: Making Change**

**Action Plan Meeting Preparation**

□ Set the dates for the action planning meetings.   
□ Invite appropriate stakeholders to the meetings.

**During the Action Plan Meeting**  
□ Set meeting agendas to cover:

* + Review survey highlights and distribute a report of findings if one was created.
  + Review recommendations from walking audit, optional biking audit, and property assessment.
  + Re-state the area’s long-term vision.
  + Prioritize short-term and long-term objectives.
  + Complete action plan form.
  + Identify possible funding sources.

**After the Action Plan Meeting**

□ Develop plan by working with your grant coordinator and referring to the Major grant application materials.

□ Circulate the plan to key stakeholders and seek approvals.

□ Modify plan as needed.

□ Submit plan as part of funding application(s) (if applicable).

□ Get started on easy wins.

□ Review the plan at regular intervals. Celebrate successes and adjust objectives and timeline as appropriate.

□ Monitor funding applications (if applicable) and provide additional information as required.

□ Have a party (and fun walk!) to celebrate SRTS!

□ Keep SRTS alive with Walk & Bike to School Day each year.