

**Safe Routes to School Non-Infrastructure Award Recipient's Progress Report 2018-2019**

*\*Progress Report must be e-mailed for easy reporting.*

*\*Progress Report must be submitted with the "Participation Tracking Form" if awarded a mini grant.*

**Safe Routes to School Non-Infrastructure Award Recipient's Progress Report #**

<b>School Name &amp; City</b> ABC Elementary		<b>Contract Number:</b>	<b>Job Number:</b>
<b>Reporting Date Range:</b>  Start:                      End:		<b>Project #</b>	<b>Auth. #</b>
<b>Contact Information:</b>	<b>Name/Title:</b>	<b>Phone:</b>	<b>Email:</b>

**Instructions:** Column one includes project components supported by your Safe Routes to School Award. Add any additional details in column one as appropriate. To report your progress, please complete columns two and three as described below.

<b>Program Component</b>	<b>Description</b>	<b>Documentation</b>	<b>Location(s)</b>
<p>Listed below are funded components covered by your award with a brief description of each.</p> <p>(Please add additional information for incomplete details or activities.)</p>	<p>In 1-5 sentences, give a description of the school's progress of the listed program components. Include the following information:</p> <ul style="list-style-type: none"> <li>• Describe the program component related activities underway or completed to accomplish your project.</li> <li>• Describe any outcomes (successes, modifications, or unexpected results).</li> <li>• Describe the number of participants – Major Grant ONLY, mini grant uses the participation tracking form (total # of students, adults, volunteers, community partners, etc).</li> <li>• Describe lessons learned.</li> </ul>	<p>List the documentation that supports your outcomes and achievements for each component.</p> <p>Examples include: marketing materials, news articles, photos, testimonials, sign-in sheets, etc.</p> <p><i>Please provide copies of the supporting documentation with this progress report.</i></p>	<p>List the location(s) where any component activities occurred.</p>

<p>Walking School Bus</p>	<p>Program Coordinator Started WSB in October. Planned 4 routes along Maple, Dogwood, Pine, and Cedar which are ¼ mile each. Routes operate once per week. Promoted to parents in e-newsletter. Hard time establishing route on Pine. Going to reach out to families along route.</p>	<p>Participation tracking log. Flyer sent home to parents. Route coordinator meeting sign-in sheet</p>	<p>Birch Elementary and Sycamore Middle Schools.</p>
<p>Monthly W2SD event</p>	<p>We held our third monthly Walk to School day. We hold them each month on the second Tuesday. This time we had to hold it on the third Tuesday because we didn't have school the second Tuesday (teacher in-service day). That's why we think our numbers were down. We're trying to increase the number each month, but we went from 72 to 61 this month. It was also a cold, rainy day so that may have caused the decrease as well.</p>	<p>Attached are flyers sent home with the school newsletter publicizing this month's walk to school day. Pictures are also attached showing the students and staff walking on designated routes.</p>	<p>Routes surrounding neighborhoods leading to ABC Elementary</p>
<p>The foundation will administer safety workshops for elem students. 2 bike rodeos throughout the school year</p>	<p>We had a Child Pedestrian Safety Training on 4/11 and all of the 2<sup>nd</sup> and 3<sup>rd</sup> graders were invited. We used the curriculum we learned at the training performed in March. We need a little more space, so next time planning to use the cafeteria.  Held a rodeo on 4/28. We had 27 students from grades k-2 attend. Target date for next rodeo, 9/15.</p>	<p>See attached worksheets for curriculum. Attached are pictures from the rodeo along with documentation of receipts for supplies to host the event.</p>	<p>Safety training done in ABC Elementary media center.  Rodeo held on the blacktop on ABC campus.</p>
<p>___ is required to conduct post-implementation surveys through the SRTS office, upon completion of funded activities.</p>			

<p><b>Please list the percentage of progress completed during this reporting period.</b> (It should be based off of the amount of program component completed) <b>e.g. 10% of program component completed in September.</b></p>	65%	
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<p><b>Please share your success stories and any additional comments related to Safe Routes to School that may be useful.</b> For example, have you received additional funding, what are you doing to sustain the program when the grant contract is complete, etc.?</p>	<p>I am excited that there were 47 more kids who turned in their pledge to participate in the next monthly W2SD. It is really bringing awareness to the school. I would like more work on communicating with neighbors to get them to turn on their lights at 7:30 am every morning for the kids who are walking.</p>
<p><b>Please let us know of any questions or comments you have regarding the program. How can the staff help you complete the program components outlined and sustain safe walking and cycling to school?</b></p>	

\*All incentive/encouragement items purchased must be on the SRTS 2018 List of Eligible and Ineligible Encouragement Items. If different items are requested, pre-approval from staff is required prior to the purchase.