

**Safe Routes to School Non-Infrastructure Award Recipient's Progress Report 2025-2026**

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

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

**\*Please refer to the Award Recipient Training modules found at <https://saferoutesmichigan.org/upcoming-trainings/> before proceeding with your initial invoice and progress report submission.**

**Safe Routes to School Non-Infrastructure Award Recipient's Progress Report # (enter number)**

<b>School Name &amp; City</b> Sample Elementary School, Example High School (Demonstration City)		<b>Contract Number:</b> 2025-0006	<b>Job Number:</b> 22082(NI)
<b>Reporting Date Range:</b>  Start: 10/01/25    End: 12/01/25		<b>Project #</b> 2023092	<b>Authorization #</b> N/A
<b>Contact Information:</b>	<b>Name/Title:</b> <i>Mary Smith</i>	<b>Phone:</b> <i>867-5309</i>	<b>Email:</b> <i>Marysmith@gmail.com</i>

**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.

In addition to sharing photos or other announcements in this form or with supporting documentation, sharing through social media and tagging our platform handles is encouraged. Facebook and Instagram: @saferoutesmichigan  
Twitter: @saferoutesmi

<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><b>Bike Rodeos -</b> Bike Rodeos will be held to instruct</p>	<p><i>Began conversation with Officer Zhu about Bike Rodeo events. Looking at dates Spring 2026.</i></p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>

students basic biking skills.			
<b>Peer-to-Peer Safety Program</b> - A program that connects students in a peer-to-peer setting will be implemented based on safety topics and behaviors.	<i>Identified student leaders and began Walking Ambassador club. Students have so far discussed safety issues they experience while walking. Only 2 students so far.</i>	<i>See meeting sign-ins and notes.</i>	<i>Sample High School</i>
<b>Remote Drop-Off</b> - Remote Drop-Off locations will be established to provide driven students an opportunity to walk or roll the rest of their trip to school.	<i>Remote Drop established at Karls Kuts Butcher and Deli in November. Consistent student participation of 5-12 students per day, depending on weather. Expect to see drop in participation as weather gets colder. Reflective winter gloves have been purchased for participants.</i>	<i>See attached email to parents and photos.</i>	<i>Sample Elementary School</i>
<b>Reverse Busing</b> - Reverse Busing routes will be established to encourage students that live closer to campuses to bike or walk to and from school.	<i>SRTS team met with District Transportation Coordinator 10/14, 1/18, and 12/15 to plan reverse bus routing.</i>	<i>See attached meeting minutes</i>	<i>NA</i>
<b>Post Evaluation</b> - ____ is required to conduct post-implementation surveys through the SRTS office, upon completion of funded activities.			
<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) e.g. <b>10% of program component completed in September.</b>			

<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.?  <b>Would you appreciate a site visit soon? If so, what would be an ideal time or date?</b></p>	<p><i>Building a relationship with Karls Kuts has been very useful. Karl has even offered to open his deli early and serve coffee to parents at a potential future Walk and Roll Wednesday event.</i></p>
<p><b>So that we can best support you, please let us know of any questions or comments you have regarding the program. How can our staff help you complete and sustain the program components outlined in your grant proposal?</b></p>	<p><i>Not many students have shown interested in the Walking Ambassadors club. How can we increase interest?</i></p>

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