



# Walk to School Day October 2015

## Setting Up a Walk to School Day Greeting Table

### Choose a Location for the Greeting Table

Make sure that you check with your school beforehand to see if there is a special process for approving volunteers/visitors access onto the campus. Depending on how big your school is, you may consider having multiple tables at different entrances to the school. Tables should be placed where the most foot traffic into the school is. Yet be aware to not block the school's entrance.

### Set up a Table

It may be possible to borrow a table and a few chairs from the school. Ask permission from school staff (the custodian is a good person to ask), or have a volunteer bring one. Be sure that each table has a few chairs for volunteers.

### Make the Table Visible

Attach signs or posters made by the kids. Be sure to have tape ready for this purpose. Posters can be made by the children prior to the event or downloaded from the Los Angeles Walk to School Day website: [www.walktoschoolday-la.org](http://www.walktoschoolday-la.org)

### Show up Early to Set Up

Volunteers who will be at the greeting tables should arrive 45 minutes prior to school starting time. The greeting table should be ready 25 minutes prior to school starting time. Some families arrive early and will want to be included in the festivities.

### Give Away Prizes to Students

Have incentives ready to give away as a way to thank and reward students for walking to school. Incentives can be healthy snacks and drinks, small prizes, or stickers.

### Give Away Information to Parents

Thank parents for walking with their kids to school. Also have pedestrian safety tips and/or background factsheets available for parents at the greeting table.

Learn more at:

[walktoschoolday-la.org](http://walktoschoolday-la.org)

