



# SCHOOL POOL PLANNING CHECKLIST

*Check off the following steps as you set up your School Pool.*

## **Recruit Participants and Chaperones**

- Create outreach fliers with contact information
- Make announcements in newsletters and on websites
- Bring a map to parent groups and events to determine where interested parties live

## **Develop Procedures and Protocols**

- Identify procedures for inclement weather, late students, unavailable chaperones, etc.
- Establish emergency protocols

## **Develop Meeting Spots and Routes**

- Draw routes between interested parties' homes
- Select meeting locations based on a concentration of participants
- Walk, bike, or drive the routes to select times

## **Inform Participants and Chaperones**

- Distribute parent reminder flyer with routes and times to participants and volunteers
- Collect signed permission slips
- Schedule chaperone training

## **Conduct Training**

- Teach chaperones how to lead the School Pool (You can use this PowerPoint presentation)
- Distribute volunteer training flier
- Review and sign Family Agreement Forms with chaperones and families

## **Launch your School Pool**

- Remind participants and chaperones a day or two before your first trip
- Meet your school pool
- If necessary, adjust your route and procedures after the first few times, and notify participants of any changes
- Have fun!