**GHSA/NRSF Traffic Garden Grant – Coalition Traffic Garden Team Responsibilities**

The size and responsibilities of each traffic garden team may vary depending on the region, the type of traffic garden, or the number of events being hosted.

Each traffic garden team should have one lead member. This team member will be responsible for making sure their team is staying on track and completing necessary tasks, coordinating with HSTD point of contact (Lillian) to make sure they have the resources they need to host their event(s), and making sure the HSTD point of contact is updated appropriately. The lead team member should be aware of the progress of the event at each point in the process.

Each event will have three “phases” that will need the participation of team members or volunteers: planning, installing/hosting, and documenting.

*Planning Phase*

During this phase of the event, each coalition traffic garden team will need enough members to:

* Develop a list of high need schools or communities in your district that may have a suitable location to host a traffic garden event.
* Contact each school or community on the list determine their level of interest.
* Out of the interested schools or communities, tour the sites available at those locations to determine if a suitable site exists there.
* Once a school and site have been selected, the coalition traffic garden team should expand to include school staff or community members to the team to liaise between the team and school/community.
* Coordinate with the school/community to decide all specifics of event, such as dates, times, number of students participating, layout to be used, materials to be used, number of helmets to be distributed, and when and how quizzes and surveys will be administered.
* Secure necessary equipment for event (bikes, trikes, scooters, etc.) by making connections with local partners or working with the HSTD point of contact to determine if the bike safety trailer will be available or utilizing the bikes purchased by the HSTD.
* Coordinate with HSTD point of contact to ensure all necessary supplies and materials arrive prior to the event.
* Secure volunteers to assist with setting up/taking down the traffic garden, assembling bike helmets if needed, fitting students with helmets, and guiding students through the traffic garden.

*Installing/Hosting*

During this phase of the event, each coalition traffic garden team will need enough members and volunteers to:

* Use blueprints or aerial photos of the site to map their layout onto the event site.
* Apply the chosen material to the event site to create their traffic garden layout.
* Present the Smart Riders curriculum to the students (Smart Walking and Smart Bicycling).
* Fit each student with their own helmet or a provided helmet.
* Fit each student to an appropriate wheeled device based on their skills and abilities.
* Walk the students through the traffic garden to show them all the features of the traffic garden.
* Monitor and support students as they navigate through the traffic garden.

*Documenting*

During this phase of the event, each coalition traffic garden team will need enough members to:

* Administer pre-quiz to students prior to any Smart Riders engagement and collect all responses.
* Administer a post-quiz to students after the Smart Riders modules and traffic garden and collect all responses.
* Administer a survey to teachers/school personnel/caregivers regarding their perception of the students’ traffic safety knowledge before and after and collect all responses.
* Keep track of and report contact information for team members and volunteers; details of the site; time spent planning and preparing; time spent setting up and cleaning up; materials, supplies and equipment used; number of attendees (including students, parents, and volunteers); pre- and post-quiz information for students; and survey results for teachers and school personnel.
* Collect and provide photos and videos as applicable.

**GHSA/NRSF Traffic Garden Grant Objectives**

The objectives of this project are to:

* Present classroom and hands-on traffic safety knowledge to approximately 800 elementary students in Missouri.
* Host at least ten traffic garden events across the state.
* Achieve a statistically significant increase in the students’ traffic safety knowledge by comparing scores from pre- and post-quizzes related to the subject matter.
* Achieve a statistically significant increase in the perceived knowledge and safety practices of the students based on the observations of their teachers and school personnel by analyzing the results of an administered survey.

**GHSA/NRSF Traffic Garden Grant Proposed Timeline**

As we discussed in the meeting, this was just the initial timeline submitted to GHSA, but it is flexible. If some coalitions need longer to build their traffic garden team, that will be fine since we really only need a couple events ready to go by April.

*January* – Develop traffic garden teams on each coalition

*February* – Initial traffic garden teams to narrow down school list and work with each selected school to expand team for each event

*March* – Traffic gardens teams to decide on specific details for each event (date, time, location, students participating, volunteers participating, traffic garden layout, materials and supplies needed, etc.)

*April* – host between two and three events

*May* – host between two and three events

*June* – no activity while schools are out of session

*July* – no activity while schools are out of session

*August* – host between two and three events

*September* – host between two and three events

*October* – project manager will analyze all documentation from events to determine if goals were met and determine the overall effectiveness of the project