



Organize Your Team

Get the whole community involved to plan a successful event: principal, teachers, PTO members, public officials, law enforcement, community watch groups, community health care providers, school champions and of course don't forget your parents and students.

Here are a few tips for an effective and productive team:

- Establish a regular meeting time and day of the week when it's convenient for most team members to attend
- Ensure everyone receives meeting announcements in a timely fashion (e-mail or personal phone calls work best)
- Set agendas and stick to them
- Make meetings concise and productive
- Start by establishing long-term and short-term planning goals
- Create a list of tasks and a timeline for achieving those tasks
- Hold each team member accountable for completing the tasks he/she has been assigned – have a number of small tasks available for those who have limited time
- Remember, no job is too small and remind team members that even the smallest efforts are greatly appreciated
- End each meeting with a review of task assignments and confirm the next meeting date, time and location

Visit the national [Walk to School website](#) for additional tips on organizing your team by involving the community.

