



Dear Ms. Vaughn,

Congratulations! The National Center for Safe Routes to School is pleased to inform you that Tatem Elementary School has been selected to receive a Safe Routes to School (SRTS) mini-grant for the Spring 2012 semester. We received 212 eligible applications from across the country and were particularly impressed by the strength and creativity of your proposed efforts to increase safe walking and bicycling to school in your community. Please carefully read the remainder of this letter and the accompanying information, as your action is required to assure receipt of the SRTS mini-grant funds.

Attached is a confirmation of the information submitted in your original mini-grant application. If any of the information in the confirmation is incorrect or these activities are no longer feasible, please note the changes on the form and return to me. Specific information addressed in this confirmation includes:

- Your contact information
- Name and address of the school(s) where the proposed activities will occur
- Proposed SRTS-related activities
- Proposed impacts/outcomes and evaluation methods of the SRTS-related activities
- Proposed budget items. This section also includes:
 - How to handle possible changes to budget items
 - What to do with receipts
 - A reminder about funding restrictions
- Requirements for reporting to the National Center
- Confirmation agreement

Please return the signed mini-grant confirmation and agreement with any necessary changes by email to palmer@hsrc.unc.edu or fax to (919) 962-8710 no later than **November 30, 2011**. Once the signed confirmation has been received and approved by the National Center, a check in the amount of \$1,000.00 will be disbursed to the recipient organization in January 2012.

If you have any questions, please do not hesitate to contact me at the telephone number or email address below. Additionally, the National Center will publicize a press release about the SRTS mini-grant recipients. If you have any questions about the press release, please contact Caroline Dickson at (919) 962-5835 or dickson@hsrc.unc.edu.

Again, congratulations, and best wishes for your project's success!

Warm regards,

Handwritten signature of Mathew Palmer.

Mathew Palmer, MURP
Project Coordinator
National Center for Safe Routes to School
palmer@hsrc.unc.edu
919/962-7769 phone
919/962-8710 fax

National Center for Safe Routes to School Mini-grant Confirmation

Recipient Contact Name

Heather Vaughn
Tatem Elementary School
9 Evergreen Lane
Haddonfield, NJ 8033
856-857-1257
Vaughn1@verizon.net

School Name & Mailing Address

Tatem Elementary School
1 Glover Avenue
Haddonfield, NJ 8033

Commitment to Application Proposal Activities

Mini-grant activities and outcome tracking methods, as proposed in the submitted application, are listed below. As a recipient of a Safe Routes to School (SRTS) mini-grant, the recipient organization agrees to perform these activities.

Applicant School's Needs and/or Interests

As explained in the application, the needs and/or interests of the applicant school(s) are supplied below in order to provide context for the proposed activities and tracking methods.

J. Fithian Tatem Elementary (preK-5) is located in Haddonfield NJ, a borough that is approximately two square miles. Founded nearly 300 years ago, Haddonfield's properties are generally close together, and sidewalks line both sides of nearly every street. The Haddonfield School District does not provide bussing. Most of our 500 students live within two to seven blocks of the school. These factors make our community an ideal setting for a Walking School Bus program. The WSB is a terrific opportunity for parents to explore a 'green' form of transportation that is easier than riding a bike and more engaging between parent and child, allowing 10-20 minutes of quality conversation time.

We currently have two formal Walking School Buses, many informal groups of families walking together, and an active Traffic/Safety Committee. The goal of these groups is to increase the overall number of walkers, thus decreasing traffic, and making the commute to school safer and healthier for all children and healthier for the environment.

We had a high turnout for International Walk to School Day, with hundreds of students and parents walking and six business sponsors. The safety patrol developed PSAs to advertise the event, which included a poster contest whose winners got to make smoothies with a bike-powered blender.

Walking Needs: While our community is an ideal model for a Walking School Bus program, we do face challenges with recruiting people to walk. In Spring 2011, our committee conducted a parent survey to help determine what obstacles we face.

1. Traffic is the number one obstacle. Our school is accessible only by two 2-lane county roads, both with high traffic volume. Parents do not feel it is safe for their children to walk along these streets, even though there are side/crosswalks with guards. We work with the Haddonfield Police when available, but more needs to be done to make drivers aware of walkers.
2. Buy-in is the number two obstacle. For a number of reasons, parents simply find it easier to drive their children. This creates safety problems and traffic congestion in front of the school. We want to reach the families who live less than 1 mile from the school and encourage them to participate in walking to school. This will also help to decrease the traffic.

The activities proposed in this request are aimed at addressing these obstacles: reducing traffic and increasing participation in the walking program.

Proposed SRTS-related Activities

Activities proposed in the SRTS mini-grant application are listed below.

Our proposed activities fall under two categories:

- (1) Items to increase walker safety/reduce traffic and
- (2) Items to increase participation in walking to school.

To increase walker safety and reduce traffic:

1. Signage and Visibility: We would like to purchase safety items, including Walking School Bus signage, reflective vests, rain ponchos.
2. Awareness of Walking Routes and Drop-Off Areas: We would like to print maps of satellite parking areas, so students who live farther away can be driven part-way and walk the rest of the way to school.
3. On-going consultation with the School, Borough and Police: Our committee is part of the borough's Traffic and Pedestrian Safety committee. Police officers regularly attend our meetings and work with us to find the best and safest approaches. Both the school and community have supported our efforts 100% and look forward to continuing making strides to keep students safer and make the air around the school cleaner.

To promote buy-in to the walking program:

1. Game Show: Our 5th Grade Safety Patrol has available to them a game show to build awareness and encourage kids to walk. This game show will be presented to lower grades.
2. PSAs: The Safety Patrol group will continue creating and broadcasting PSAs to encourage walking.
3. Bike-Powered Smoothie Maker: This gadget was a hit earlier this month, and we would like to rent it again to build interest in biking and environmental responsibility.
4. Sidewalk Stamping: We plan to do sidewalk stamping along the Walking School Bus routes to school, using approved paint and school mascot "tiger prints."
5. Student Mileage Contest: Copy "walking logs" for students to log in their number of blocks/miles walked.
6. Promotional and educational materials: To build interest, we plan to give out key chains for backpacks, pencils, and/or reflective bands that say "See You on the Walking School Bus." Included in this category are any educational materials that will need to be purchased or copied.
7. Logo: Design a Walk to School logo that can be recognizable and used on our materials.
8. Advertising: We plan to create a tasteful lawn sign for parents to put in their lawns to promote the program.

9. Replication: In future years, our committee will eventually aim to spread our initiative to other schools within our district, and to schools in neighboring towns.

Desired Project/Program Impacts or Outcomes

The applicant's desired changes in behavior, safety, attitudes, and/or knowledge as a result of the mini-grant activities and the applicant's proposed methods for tracking these changes, are listed below.

Change: Increase in number of walkers in all weather, including an increase in number of walkers after school (currently there are more walkers in the morning than in the afternoon).

How to measure: We will work with the 5th Grade Safety Patrol and Crossing Guards to set up a system for tallying the number of walkers at all crosswalks. The Safety Patrol will take the tallies twice a week throughout the school year to measure how the numbers fluctuate based on time of year and based on weather factors. We also have tally sheets for teachers to poll students. Students in 2nd grade will practice math skills by making bar graphs of these figures to post in the hallway. This year's tallies will be our baseline for future years.

Change: Increase the parents' and students' awareness of the positive impacts of more students walking.

How to measure: Our Spring 2012 parent survey will ask questions regarding the impact of walking. Our Fifth Grade Game Show will test the students' knowledge of the benefits of walking. The game show will be presented at several school assemblies, and hopefully at the other elementary schools in our district.

Timeline

A brief list of monthly activities proposed in the application is shown below.

September/October 2011

- Launched Walking School Bus Pilot.
- Conducted International Walk to School Day activities.

November

- Fifth graders create PSAs (ongoing).
- Begin walker tally (ongoing).

December

- Distribute promotional items.
- Distribute ponchos to Walking School Bus participants.
- Distribute walking logs.

January 2012

- Students present the Safety Game at school assembly.
- Hot chocolate day (donated).

February

- Second graders create bar graphs of tally sheets.
- Hot chocolate day (donated).

March

- Promote walking home from school.
- Distribute lawn flags.

April

- Distribute Parent Survey.

May/June

- Final Celebration.
- Tally year-end data.

Budget Items

The recipient agrees to use the National Center mini-grant funds for the following budget items only, as submitted in the application:

- 200 rain ponchos
- 5-10 reflective vests
- 3 Counters for walker tally
- Yard signs
- Post sign (sign only)
- Bike-powered blender rental
- Print and promotional materials
- 2 Sidewalk stencils
- Paint for stencils

Important Funding Reminders:

- **The mini-grant recipient agrees to discuss with the National Center in advance any change(s) to budget items in order to ensure that these changes meet Federal funding guidelines.**
- **The recipient organization also agrees to retain all original receipts in the recipient organization's records in the event of an audit by the Federal government.**

Funding Restrictions

The National Center mini-grant recipient agrees to abide by the following funding restrictions, as stipulated by the federal government. Mini-grant funds may **not** be used for the following items:

- Staff salaries, including stipends to program volunteers
- Fundraising
- Food or refreshments
- Prizes or incentives, including gift certificates, gift cards, or bicycles for individuals
- The purchase of digital cameras, video cameras, helmet cameras, microphones, or any item that could be used by the recipient for purposes other than promoting, enabling, or performing safe walking or bicycling to school. (Rental of such items is allowed.)

Reporting Requirements

The National Center mini-grant recipient agrees to submit the following required reports to the National Center, as outlined in the application:

1. An informal written report on activities by March 23, 2012 (midway through the implementation period), including an update on activities accomplished, activities in progress, and activities to

be completed, as well as any notable challenges or successes.

2. A formal report by June 29, 2012 (end of the implementation period) that provides information about the project.

The formal report will include the following:

- Budget report of actual expenditures
- Description of the project's activities, challenges, successes, and participation rates
- Project impact results (based on methods submitted in the recipient's application)
- At least three digital pictures that show one or more activities of the funded project. Digital pictures should be submitted using YouSendIt.com, a subscription- and registration-free service.
 - Note: Submittal via YouSendIt.com enables the National Center to receive higher-quality photos as opposed to those submitted via email or other methods.

SRTS mini-grant reports should be e-mailed to palmer@hsrc.unc.edu.

Please note: Mini-grant recipients may also be asked to complete a brief questionnaire after the grant period. The purpose of the questionnaire would be to help the National Center understand SRTS patterns and trends among recipients relating to project activities and outcomes.

Recipient Confirmation Agreement

By signing this National Center for Safe Routes to School Mini-grant Confirmation, I am agreeing that I have reviewed and approved all information, restrictions, and requirements included within, and have confirmed that it is true and correct in all respects. I am also granting permission to the National Center to use my organization’s name and proposed project information for marketing purposes, such as in a press release and on its Web site, and to share the contents of my application with the Safe Routes to School Coordinator in my state if requested.

Recipient Grant Information

Organization name as it should appear on the National Center mini-grant check:

PLEASE PRINT CLEARLY

FEDERAL TAX ID (REQUIRED)

Name of responsible party at recipient organization:

PLEASE PRINT CLEARLY

SIGNATURE

DATE

Name of school principal who has approved submitted mini-grant activities:

SCHOOL NAME

PRINCIPAL NAME

SIGNATURE

DATE

(For multiples) Name of school principal who has approved submitted mini-grant activities:

SCHOOL NAME

PRINCIPAL NAME

SIGNATURE

DATE

(Optional) Name of district administrator* who has approved submitted mini-grant activities:

PLEASE PRINT CLEARLY

SIGNATURE

DATE

* Only if required by your school district.