

## Guidelines for Walk Leaders

Thank you for volunteering your time to help coordinate a BBY walk. The outline below is designed to help guide you through the steps to coordinating a BBY walk. It can be used as a checklist to help remind and prompt actions that should take place at various stages throughout the program.

Members of the BBY committee are here to support you and are available to help you with any needs that may arise. We conduct the training sessions and are available to lead a group when more classroom volunteers are needed. Please don't hesitate to contact us if you have any questions!

### ***3-4 weeks prior to BBY walk***

BBY committee chair(s) will send notices out to all classroom coordinators to prompt teachers and coordinators to begin scheduling the upcoming BBY walk.

#### **1. Schedule a walk date**

- a. Consult your teacher on a date and time for the walk.
- b. Make sure the walk does not overlap with another walk already posted on the BBY Google calendar  
([https://www.google.com/calendar/embed?src=b9ng1cjf19a4fmct6ugnl4aeog%40group.calendar.google.com&ctz=America/New\\_York](https://www.google.com/calendar/embed?src=b9ng1cjf19a4fmct6ugnl4aeog%40group.calendar.google.com&ctz=America/New_York))
- c. Factor in volunteer training for 20-30min before the walk time (i.e., avoid booking a walk before 9am).
- d. Walks should take ~ 20-30 minutes for the K-1st grade and 45-60 minutes for the 2nd-4th grade.

#### **2. Post walk date and time on 3 separate calendars**

- a. **BBY calendar:** Contact the BBY committee with the walk date and time to be posted so that it can be posted to the BBY Google calendar.
- b. **Front office calendar:** Remind the teacher that they should have the walk date and time posted with the front office.

#### **3. Schedule volunteer training**

- a. The BBY committee will provide the training unless you wish to do so. Also, you may need to adjust the training time after recruiting volunteers.

- b. We recommend scheduling the training for the 20-30 minutes prior to the actual walk.
- c. **Training is strongly advised** for all volunteers because they will need to lead student groups to designated sites and facilitate discussions. Although the information provided in the walk guide is comprehensive, there are other training points that cannot be conveyed effectively in writing.

### ***2-3 weeks prior to BBY walk***

#### **4. Recruit parent volunteers**

How many volunteers are ideal? Enough volunteers to form small groups of 2-3 students is ideal. Smaller working groups are better to keep the kids focused and encourage more in-depth dialog.

#### **5. Ensure your volunteers can attend the training.**

We love and appreciate all the volunteers who take the time to participate in the BBY; however, if the volunteer cannot attend the training and has little BBY experience we would not recommend they lead a walk. They are more than welcome to help a student group, but it is unlikely they will be able to effectively lead a group.

#### **6. Administrative details. Have you done the following yet?**

- a. Checked with Kerry Daley that all volunteers have completed their CORI form.
- b. Make sure teacher has provided walk dates/times to front office and to the school nurse, Diane Celi.

### ***1-2 weeks before the walk***

#### **7. Review the curriculum walk packet to familiarize yourself with the walk.**

#### **8. Plan the walk with your teacher. *(optional, but helpful)***

- a. Ask if the teacher has any requests about what they might want emphasized during the walk and/or what their expectations are of the walk.
- b. Discuss expectations for behaviour. What should a volunteer do if their group or a student becomes too distracted or difficult to lead? This discussion is helpful for volunteers who may feel apprehensive about leading a group. It is reassuring to know beforehand who they can ask for help.

- c. Ask if the teacher needs someone to give an intro to the walk or if they will give an intro to the students. It's easier to do this as a class before the walk than to send the groups out and have the parents do this separately.
- d. Work out the walk time frame :  
*Example- if your walk is 60 minutes long*  
*5-8 minutes for the intro and reminder about behaviour*  
*45 minutes for the actual walk*  
*5-8 minutes whole class can gather at a meeting point and wrap up together (or to be done in separate groups)*

### ***One week before the walk***

- 9. Remind walk guide volunteers about the walk date and training.**
- 10. Notify the class via email about the upcoming BBY walk and remind that parents to dress their children appropriately for the walk.**
- 11. Double check with the teacher that all permission slips for participating in BBY have been received.**

### ***Day before walk***

#### **12. Reminder to parents about tomorrow's BBY walk**

Send an email to parents reminding them to dress their child appropriately for an outdoor walk. Students should be in sneakers or wellies, not in sandals. They may need insect repellent and/or sunscreen. Teachers/volunteers may not apply insect repellent or sunscreen so ask parents to do this before sending their child/children to school.

**Day of walk** *(someone else can be designated to lead this part )*

**13. Gather supplies from the BBY cabinet.**

**14. Training for walk leaders.**

Let the parents know it is okay to ask for help if the students are not behaving.

**15. Let parents know what the timeline is:**

intro, walk for 'x' min, meet back at classroom/elsewhere at x:xx time.

**16. The walk**

- a. Provide an introduction or pre-arrange with the teacher to do the walk intro
- b. Do the walk
- c. Wrap up – ask for parent feedback and collect evaluations
- d. Return equipment/supplies and evaluations to the BBY cabinet

**Post walk**

**17. Thank volunteers**

**18. Provide feedback to teachers**

**Additional notes**

**For the Fall walks**

- Make sure that all parents have signed and returned the BBY permission slip- check with the teacher for this.

-Remind, remind, and remind again the parents to complete a CORI form. It usually takes 2-3 weeks for the form to be approved and all volunteers must be CORI-approved prior to leading a walk.