Active4.me Site Coordinator Handbook

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Active4.me Program Overview and Roles

Active4.me is only successful through a collaborative relationship between the DJUSD community and City of Davis active transportation staff. Find out more at: https://www.cityofdavis.org/city-hall/public-works-engineering-and-transportation/bike-pedestrian-program/street-smarts/programs/active4me

Role of the City Safe Routes to School Coordinator

The City of Davis, Safe Routes to School (SRTS) Coordinator Provides the following services for the Active4.me Program.

- Main contact for all Active4.me questions or assistance
- Organizes and hosts Active4.me volunteer meetings
- Plans encouragement events at school sites
- Provides Active4.me materials including sign-up forms in English, Spanish and Simplified Chinese
- Regularly uses the data from the Active4.me logs to share with decisionmakers and City staff about active mode trips to school
- Provides giveaways and prizes throughout the year to encourage students to use active modes.
- Awards students who have use active modes for 120 trips or more each year.
- Provides each school with bike locks to borrow

Role of the Active4.me Site Coordinator

- Organizes parent volunteers to scan in students each morning
- Attend quarterly Active4.me meetings to discuss upcoming events and provide program feedback
- Keeps the Active4.me teacher and student log up to date.
- Shares upcoming events with volunteers
- Posts messages on Active4.me directed at parents and guardians
- Assists at school bike rodeos
- Ensure the front office has Active4.me consent forms
- Data collection
- (Optional) Host Monkey Money party so students can exchange their “dollars” for prizes (1-2 per year)

Active4.me Volunteers

- Scans in students each morning
- Assists students who forget their bike lock
- Encourages students to participate in encouragement programs
- Assists at school bike rodeos.

Getting Ready for School to Start

Steps to complete before the first day of school:

1. Connect with City of Davis Safe Routes to School Coordinator
2. Receive computer and scanner devices (owned by DJUSD)
    - Store in school front office for volunteers to access
3. Scanner vests provided
    - Store in school front office for volunteers to access
4. Receive incentives materials for the year.
    - Tags ordered through the SRTS Coordinator
    - Charms and other incentives
    - Materials related to the program provided throughout the year by the SRTS Coordinator; reach out for restock
5. Begin to organize your Active4.me account. See New School Year section below for details.

Important dates:

- First day of school – August 25, 2025
    - On first day of school begin to hand out Active4.me sign-up forms
    - If needed, seek parent volunteers to provide scan help
    - Begin to scan students within two weeks from the first day of school
    - You are <u>not</u> expected to start scanning on the first day of school.

- Back-to-School Events
    - Back to school time is an important opportunity to recruit new Active4.me participants and parent volunteers.
    - Each school site typically hosts a variety of Back to School events and it is best practice to attend as many events as possible. This allows time to recruit new Active4.me participants and volunteers to help maintain a robust program at your school. These events might include Welcome Back Picnic or Back to School Night.

    - Recommendations for preparing for the back-to-school events
        - Bring at least 100 copies of English consent forms – consent forms are also in Spanish and Simplified Chinese. Reach out to the SRTS to print forms and provide the SRTS Coordinator with the number of non-English forms needed.
        - Pens and clipboards
        - Request giveaways and SRTS maps from the City. Please give the City at least 48 hours to provide you materials.
        - Bring bar code tags to assign and give out with each consent form completed
        - Have a sign-up for parents interested in volunteering
        - Forms completed online need to be printed out. The Link to form is here

- Quarterly Active4.me Coordinator Meetings. The SRTS Coordinator will send out emails with polls to select the best time to meet. Most meetings will be held on Zoom.
    - August, after school begins
    - November
    - February
    - May

- Second Thursday of the month
    - Count all bikes and scooters
    - Log count in http://www.active4.me → Reports → Bike Counts
    - There is a variety of data that we collect to measure the success of the Active4.me program. In addition to the data that the app automatically collects (i.e. miles, number of trips, CO2 emissions). We also like to know how much active transportation is happening at your school site, with or without participation in Active4.me.

New School Year – Getting Volunteers Access to Active4.me Website

This section is all about setting up volunteers and getting them the correct access to the website. Here are some tips on how to recruit and organize volunteers.

1. Create a Google account for program related communication and document storage. We recommend you use this email to solicit for volunteers and communicate with volunteers. Choosing to use another email is fine.
    - Suggested Email: active4me.[school name]@gmail.com

2. Recruiting and scheduling volunteers is an important part of Active4.me coordination. Parents rely on Active4.me to ensure that their student using active modes to get to school. It is the

Active4.me Coordinators responsibility to oversee the volunteers. Below are some tips on recruiting volunteers and managing volunteer schedules.

3. Tips on recruiting new volunteers
    a. Ask your school's PTA to help find volunteers
    b. Ask parents dropping of their students to become a volunteer
    c. Send out a message to parents in the through school front office about the need for volunteers
    d. Add message in Active4.me recruiting for volunteers
    e. Send email to parents (see examples on next page)
    f. Recruit at Back to School night

    Below are sample emails to send out for volunteer recruitment.

    Hello Active4Me parents!

    We would love to start scanning all of the students and will hopefully get started next week [DATE]! Volunteers are still working hard to secure scanners for each day of the week. We appreciate all of your patience while we finish up!

    If you would like to help, please email [preferred contact email] and let us know if any mornings work better for you. We also have sub spots if this works for your schedule. Volunteer commitment is 8am-8:30am one morning a week.

    To register your child, please pick up and complete an "Active4Me Parental Consent Form" at the Front Office or click here. Return the completed form to the Front Office or to any of the scanners at school.

    Ride and walk on!
    [Coordinator's Name]
    Active4Me Coordinator

    Hello Active4Me parents!

    Welcome back to those returning, and a BIG welcome to the nearly 100 new students enrolled in the program this year!

    Scanning began the first day of school this year thanks to generous parent volunteers. We are located near the crosswalk at the bike entrance. So far, we have been scanning between 120-140 students daily! This doesn't happen without the help of 2 volunteers every morning. If you would like to help, please email active4me.pioneer@gmail.com. Volunteer commitment is between 8:00am-8:30am one morning a week.

    Thank you again for your support and your child's patience every morning as we scan them in. Similar to last year, there will be multiple events for kids to win prizes along with an opportunity to spend their Perry Points, points they accumulate with each scan.

Ride and walk on!
[Coordinator's Name]
Active4Me Coordinator

Hello Everyone! Time to get our "scan" on for the new school year, starting [DATE]!

Thank you so much for volunteering to help support this program. I am sharing a document to sign up to volunteer. We are looking to have 2 people each day, with a substitute for a backup. We ask that you choose a day you can commit to scanning from 8:10-8:30am. If you have a buddy you can bring along, more the merrier!

You can use your phone to scan. The app is only available for Apple products at this time so Android users can use the Chromebook and scanner. I will be putting them in the Front Office.

I can't thank you all enough for your help. If anything changes and you are unable to volunteer just let me know. Life happens, and I get it. If you have any suggestions or have feedback for me please send it along.

Ride and walk on!
[Coordinator's Name]
Active4Me Coordinator

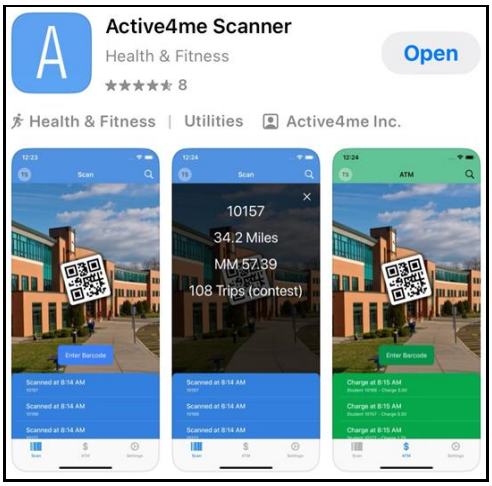
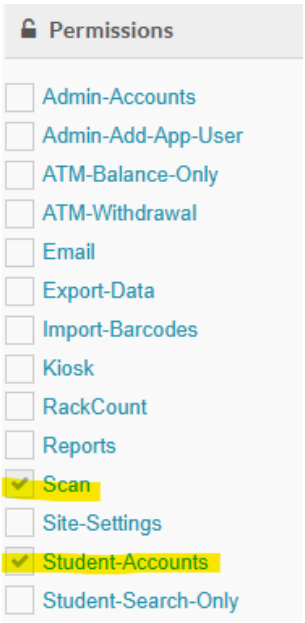
4. Tips for all volunteers
    a. Track volunteers using a schedule that all volunteers can access
    b. Create a Google Sheet that lists all Active4.me volunteers, contact information including day-of phone number and scanner schedule. Add a new tab each year.
    c. Create SignUpGenius that organizes scanner shifts and volunteer contact information.
    d. Make sure each volunteer has Active4.me account access. Currently, the app only works on Apple products so Android users will need to use a web-based version or the DJUSD-issued Chromebook.

5. Existing Volunteers
    a. Carry over volunteers from previous year
    b. Send email to last year's volunteers to start organizing scanner volunteers. This is a good use for the Google Sheet or SignUpGenius to initiate sign up.

6. New Volunteers
    a. Add new volunteers to Active4Me (+Admin) so they can set up a web account and scan
    b. Send email to volunteers sharing the Google Sheet or SignUpGenius asking them to commit to a day and sign up.

7. Log into Active4Me: www.active4.me

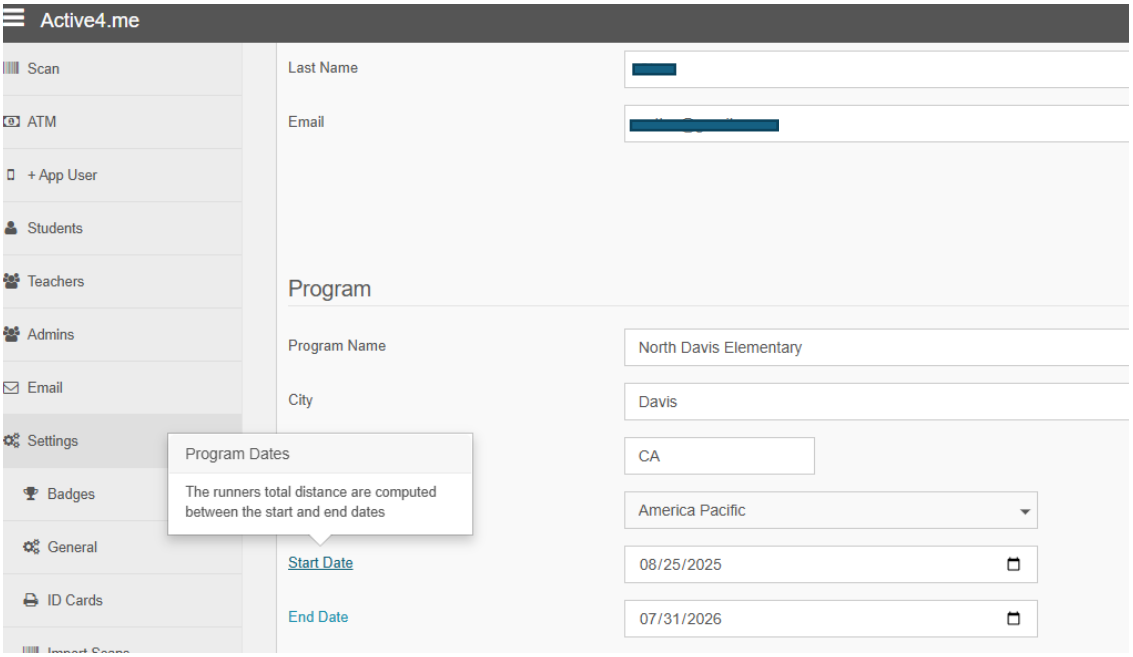
a. Make sure you have access and administrative rights as the site coordinator at your school. Reach out to the Safe Routes to School Coordinator for assistance.
b. Make sure all volunteers have an account
    i. Volunteers can use their pre-existing parent accounts.
    ii. New accounts are best created on a desktop computer, laptop or Chromebook.
    iii. School site coordinator needs to change Volunteer Permissions to the following:

What the app looks like….	How to change Volunteer Permissions…
	

New school year - App Maintenance

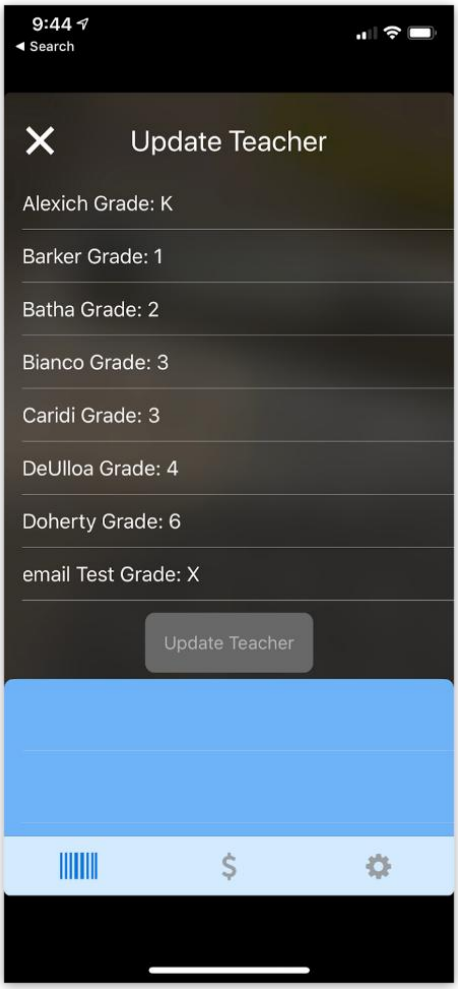
It is important that you take time at the start of each school year to clear out last year's data. This gives us the most accurate dataset for your school and prevents families from receiving undesired communication. In addition, you will need to facilitate updating the teacher for each returning participant and their grade so that the system reflects your school community.

- Update school year dates. In the Active4me portal, under the "Settings" then "General" tab, you can change the "Start Date" and "End Date" of your program. Please use the first day of school as the start date and the last day of school as the end date.



- Reset “Monkey Money” to $0
    1. Click “Students” in the side bar menu.
    2. Changes “Records per page” to “All”
    3. Click the check all checkbox at the top of the table
    4. Select “Reset Monkey Money to $0” from the “Delete/Move Tool”
    5. Click the red “Updated Selected” button

- Update teacher information
    1. Click “Students” in the side bar menu.
    2. Change “Records per page” to “All”
    3. Click the check all checkbox at the top of the table
    4. Select “New Teacher Prompt Next Can” from the “Delete/Move Tool”
    5. Click the red “Updated Selected” button.
    6. This is what it will look like when the screen comes up:



OR

You can ask the school office for class lists and update this manually ahead of the school year.

- Students
  - Last year's 6th graders
    - Remove accounts from system
    - Pull consents from files and shred

- Send email via Active4Me to parents about when to expect scanning to begin.
  - Sample emails

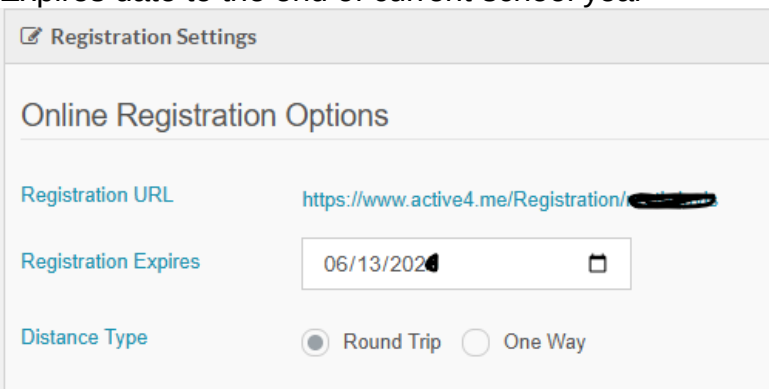
What if emails are returned "There was an email problem [Unsubscribed]"

- Reflects recipient has chosen to unsubscribe
- Might be related to an aged-out student
- Go into the system, search for email and make appropriate updates to accounts - i.e. deleted student and parent accounts.

New Active4.me accounts

Every new participant must have a paper consent form completed and on file at the school office. Forms in the office, should be sorted by grade so you can easily track as students age out through 6th grade.

- Consent Forms
  - Encourage families to complete the electronic version with the Active4.me app or website
    - Make sure you go into Settings > Online Registration to change the Registration Expires date to the end of current school year



  - Paper copies available in English, Spanish, and Simplified Chinese at https://www.active4.me/Support/PaperForms
  - Sort by grade
  - "Teacher" section of form is needed to distribute tags to students via teacher mailboxes in front office
  - Keep all Consent Forms in office. Do not take them home. Do not keep any personal student data at your home.
- Create a new student account
  - Do not use student names. Usernames shall not be associated with the student.
  - Enter Username and parent notification information (email and/or phone for text)
  - Write on top left of consent
    - Date assigned
    - Bar code
  - Attach a label or paper with the student's name on their Active4.me tag
- Group keyrings by teacher to be placed in Teacher mailbox in office
- Check the weekly Active4Me mailbox at Front Office for new consent forms or establish a collection place.

Monkey Money Store

Students collect Monkey Money in their accounts throughout the school year. It can be fun to host a "store" one or more times during the school year so students can "buy" prizes. You could ask the PTA or school community to donate items or SRTS program can provide a few items.

- Hosted at the end of the year (or more often)
    - Last Monday of the school year
- Determine the PTA budget
    - Group items by points (35, 20, 20, 5 etc.)

- Store Set Up
    - 5 tables set up near bike racks
        - Set up so items grouped by point
        - Set up to allow 2 lines to move through
    - 4-6 parent volunteers
    - Advertise store items via flyer week before
    - Export bar code and points for reference
- Day of store
    - During scanning write down Monkey Money for each student on a post-it and hand it to them to bring to the store
    - Host store (staggered excusal times)
        - 11:30am Kinder release (small table with a few items)
        - 2:35pm release
        - 3:05pm release
- Day after store
    - Host left overs morning offer to allow those that could not attend to shop