



Check list and form to ensure a safe, educational, fundraising event - and that we get the Record!



Before the big day, I have...

- Put the date in the school calendar: **10am on Wednesday 15 June 2011.**
- Designated a member of staff to run the event.
- Got advice on how to run the event safely, planned a 500m or more route, and carried out a risk audit that demonstrates the route is safe. (Go to the walking bus section of the Brake web site (in the teacher section) and contact your Local Council's Road Safety Unit.) (Don't forget that if you don't have a safe route outside your school, you can still take part by walking round your playground.)
- Checked the school's insurance is current and covers the event.
- Organised volunteer stewards – I need at least one adult supervisor for every eight children of year 3 or older who are taking part, and more for younger children. I have consulted my Local Authority on how many I need.
- Organised two independent witnesses to come along (e.g. mayor, road safety officer, journalist, police officer) and told them to bring their business card (essential to get the record!).
- Asked the local police to help on the big day (great for stopping traffic if you have lots of kids taking part).
- Arranged for a teacher to be photographer on the big day, so images can be sent to Brake for forwarding on to Guinness.
- Planned road safety lessons and/or assemblies for the big day and days before (go to the educator section of the Brake web site for ideas and an assembly plan, downloadable power point, photocopyable colour-ins, and more).
- Checked I have received enough stickers, sponsorship envelopes and certificates from Brake for each child and the banner (all sent to you in May).
- Encouraged pupils in assemblies / lessons to understand the importance of road safety and to raise sponsorship for Brake's work caring for road crash victims.
- Issued pupils, a week before the event, with the sponsorship envelopes to take home, and told them to return them, with money in them, on the big day.
- Got pupils to make placards telling drivers to 'slow down', so it's a real march for road safety – good for a foyer display afterwards too!
- Asked my local authority to loan me high visibility vests for children and adults (if you don't have any already).
- Contacted local media a few days in advance to invite them along.

On the big day, 15 June 2011, I have...

- Collected the pupils' sponsorship envelopes with funds in them (retaining the envelopes – don't throw them away!).
- Rechecked the route for safety in case of unexpected new hazards.
- Ensured everyone has turned up in good time: x2 independent witnesses; volunteer stewards; any journalists invited; and my 'official photographer'.
- Called the Talking Clock (123) to synchronise your watch to ensure you start at exactly 10am.
- Got everyone into visi vests and put stickers on their chests (they need to be wearing their stickers to identify them as participants in the Record!).
- Got ready our banner from Brake and any placards made by the kids.
- Registered all children taking part on the sheet **on the reverse of this doc.** for sending to Brake. (You can alternatively attach a print out of children's names that is ticked as long as you carefully cross check this against who is actually there.)
- Lined up children in pairs holding hands at 9:58am and reminded they must walk safely at a sensible pace. Counted down to 10am ending with them shouting 'Let's Walk!'
- Ensured the independent witnesses accompany the whole walk and that photos are taken on the route, and a posed photo at the end safely on your premises.
- Ensured the independent witnesses sign the statements **on the reverse of this doc.** and I have stapled their business cards to it, and completed the other elements of the form before returning it to Brake.
- Given every child their certificate, said well done, and repeated road safety lessons learnt.
- Chased any outstanding funds raised by pupils not collected on the day.



Turn over for your form that you MUST return to Brake



FORM FOR RETURNING TO BRAKE ASAP AFTER THE EVENT, TO ENABLE US TO GET THE RECORD!

Return to: Walking Bus, Brake, PO Box 548 Huddersfield HD1 2XZ

1. YOUR SCHOOL NAME AND TOWN:.....(please also attach a slip or letterhead)
2. NUMBER OF CHILDREN who took part in our bit of the attempt at the 'LARGEST SIMULTANEOUS WALKING BUS IN MULTIPLE LOCATIONS' at 10am ON 15 JUNE 2011.....

3. INDEPENDENT WITNESS STATEMENTS (to be completed by your independent witnesses before they leave)

STATEMENT 1

'I confirm I attended this school's attempt on 15 June 2011 to beat the world record for 'the largest simultaneous walking bus in multiple locations' and the guidelines for the event were followed and the above number of children took part.'

Name: Job title:

Signature:

[STAPLE BUSINESS
CARD HERE]

STATEMENT 2

'I confirm I attended this school's attempt on 15 June 2011 to beat the world record for 'the largest simultaneous walking bus in multiple locations' and the guidelines for the event were followed and the above number of children took part.'

Name: Job title:

Signature:

[STAPLE BUSINESS
CARD HERE]

4. I ENCLOSE PICTURES / I HAVE EMAILED PICTURES TO **WALKINGBUS@BRAKE.ORG.UK** (DELETE AS APPROPRIATE)
5. I ATTACH A LIST OF CHILDREN WHO TOOK PART THAT IS DATED AND SIGNED BY ME. (TICK)
6. I HAVE COLLECTED £..... SPONSORSHIP MONIES OR AM MAKING A DONATION TO BRAKE AND HAVE:

PLEASE TICK YOUR METHOD OF PAYMENT	<input type="checkbox"/> PAID THROUGH THE 'DONATE HERE' BUTTON AT WWW.BRAKE.ORG.UK
	<input type="checkbox"/> USED THE PAYING IN SLIP SENT TO ME AND PAID AT A BANK
	<input type="checkbox"/> ENCLOSED FUNDS RAISED AS A CHEQUE WITH THIS FORM
	<input type="checkbox"/> CALLED BRAKE ON 01484 559909 TO DONATE BY PHONE
7. I ENCLOSE THE SPONSORSHIP ENVELOPES FROM THE CHILDREN SO BRAKE CAN RECLAIM **GIFT AID** (an additional 28p for every £1!)
8. My name:
My signature:
My job title:



Turn over to list children who took part
(if you are not printing out and labelling a database)

