



GENERAL INFO – Quick Reference Guide

- Please take 1 clipboard and 1 vest per person and take your designated folder and 1 sign per count site (if applicable – most signs will be placed in advance). Site locations #1, 19 a&b, and 28 will also need the survey QR sign. Return vest, folder, and clipboard when your shift(s) are complete. Your folder will note whether you need to return your sign(s) at the end of your shift.
- **Check your folder to be sure it contains:**
 - Directions to your site + site map
 - Count form(s)
 - Pencil/pen
 - Quick reference info
 - Trail maps (optional)
- **Do you have/need optional items:**
 - Sunscreen/hat
 - Water and snack(s)
 - Chair
 - Bug spray
- Please ensure your safety at the site. Be aware of your surroundings.
- Place your official count site sign and survey sign close to where you'll be standing (if applicable).

HOW TO COUNT

- Count all bicyclists, pedestrians and others who cross your screen line. Tally them under the appropriate category on the count form.
- Count for 2 hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk and the street.
- Count the number of people on the bicycle (including children in carriers), not individual bicycles.
- Pedestrians include those using wheelchairs or other assistive devices, children in strollers, etc.
- People using equipment like skateboards or rollerblades are tallied in the "other" category.

HOW TO SURVEY

- A suggested script is:
"Hello! Thank you for using the City of Des Moines trails (bike lanes?) today! If you have a few minutes to take a survey at home (point to QR code), your input would help the City of Des Moines make decisions about the future of trails for bicyclists and pedestrians. All you have to do is open your phone's camera, point it at the QR code, and open the link that appears at the top of your screen."

OR

"Do you have something to say about your experience walking or biking on trails around Des Moines? We'd love if you could take 10 minutes at home to answer a few survey questions that will help develop future trail projects around the city. All you have to do is open your phone's camera, point it at the QR code, and open the link that appears at the top of your screen."

AFTER

Return the completed count forms and all other materials (vest, clipboard, sign, manila envelope with maps, instructions, etc.) to the Parks and Recreation Office (in the MSC building at 1551 MLK Jr. Pkwy) during the return time right after your count/survey time. Your folder will note whether you need to return your sign at the end of your shift. Site locations #1, 19 a&b, and 18 will need to return both signs at the end of each shift.

ADDITIONAL INFO

The Basics

Bike Ped counts provide valuable data that helps the City obtain grant funding for multi-modal recreational trails and on-street bicycle facilities, while also helping to identify where new bicycle and pedestrian facilities should be constructed and evaluating the effectiveness of such facilities. We will be counting at approximately 27 spots on 3 different days.

What to Expect

Each session begins with a short training held at the Parks & Rec office (1551 E. MLK Pkwy). You will receive your Volunteer Packet containing all needed information and we will review the counting form, survey QR code, and all other details. This is a great refresher for repeat volunteers and a necessary overview for new volunteers. Following the short training, volunteers will head to their site.

During the 2-hour session, volunteers will count trail users (on a form provided to you) and ask trail users to complete the survey using the QR code. At the end of your session, please return your Volunteer Packet and count form. If you volunteered for more than one session, you may return all materials at the end of your last session. Most locations will work best with two volunteers (one counting and one asking users to take the survey), so we encourage you to sign up with family and friends for even more fun.

Agenda

- **Tuesday, September 14**
 - 4:15-4:30 Training Time at Parks & Rec Office ([MSC Building at 1551 E MLK Jr. Pkwy](#))
 - 4:30-4:45 Travel Time to location
 - 4:45-5:00 Set-up at site to prepare for count
 - **5:00-7:00 Count + Survey**
 - 7:00-7:30 Supply Return to Parks & Rec Office

- **Wednesday September 15**
 - 4:15-4:30 Training Time at Parks & Rec Office ([MSC Building at 1551 E MLK Jr. Pkwy](#))
 - 4:30-4:45 Travel Time to location
 - 4:45-5:00 Set-up at site to prepare for count
 - **5:00-7:00 Count + Survey**
 - 7:00-7:30 Supply Return to Parks & Rec Office

- **Saturday, September 18**
 - 11:15-11:30 Training Time at Parks & Rec Office ([MSC Building at 1551 E MLK Jr. Pkwy](#))
 - 11:30-11:45 Travel Time to location
 - 11:45-Noon Set-up at site to prepare for count
 - **Noon-2:00 Count + Survey**
 - 2:00-2:30 Supply Return to Parks & Rec Office

Thank You!

Volunteers will be rewarded for their time with **BIKE PED BUCKS \$10 off any one Des Moines Parks and Recreation admission, activity, membership, facility or equipment rental each time they volunteer or a free 2021 or 2022 Des Moines Mayor's Annual Ride registration for volunteering for more than one spot!**

Questions? If more project-specific information would be helpful, please contact Derek Hansen, Park Planner at (763) 954-1358 or DWHansen@dmgov.org. For volunteer-specific questions, please contact Rachel Haindfield, Parks and Recreation Field Coordinator at (515) 208-1835 or parksvolunteer@dmgov.org.