

## Follow these steps if you cannot attend on-site training:



1. Review the [Training Information](#) and take the [Training Quiz](#).
  - a. How to **count** bicyclists, pedestrians and others, and
  - b. How to **survey** bicyclists, pedestrians and others.
2. Get your supplies to count by having us provide the supplies or elect to provide your own (options below).
  - a. Pick up your Volunteer Packet at our Parks & Recreation Administration Office, [1551 E. MLK Jr. Pkwy](#), during regular business hours Monday - Friday 8:00 a.m. - 5:00 p.m.  
The packet includes:
    - Safety Vest
    - Site Map
    - Count Form
    - Clipboard
    - Pencil
    - Quick Reference Guide
  - b. OR...Bring your own supplies.
    - i. Supply your own vest.
    - ii. Supply your own pencil & clipboard.
    - iii. Print the [Quick Reference Guide](#).
    - iv. Print the [count form](#).
      - If you are at an intersection, you will need two forms – one for each direction.
      - ***If you are providing your own materials***, you can scan and email the completed count form to [parksvolunteer@dmgov.org](mailto:parksvolunteer@dmgov.org) after your volunteer shift instead of returning it to office.
3. Find your site on the [Location List & Map](#).
  - a. Your Volunteer Packet will include a map showing where to stand/sit and your sight line.
4. Count/Survey Signage-Most site signs will be delivered by staff in advance. The following street locations (#1, 19 a&b, 28) aren't able to leave signage out overnight. They will need to take their signs out with them and in each night.
5. ON THE EVENT DAY - Bring with you:
  - a. Map to your location
  - b. Wristwatch or other clock to time 15-minute intervals
  - c. Clipboard to hold count form
  - d. Count Forms
  - e. Pencil
  - f. Safety vest
  - g. 8.5x11 manila envelope to deliver completed count forms (provided by staff)
  - h. Optional / Recommended: sunscreen, hat, bug spray, water, snacks, chair, something to keep you entertained during possible slow times
6. ONCE YOU REACH YOUR SITE: Call or text Rachel (515)208-1835, to let her know you've arrived at your site. Please include your name and site number in the message.
7. To ensure statistical accuracy, please complete the full 2-hour count time. Do not start early or leave early. (Tuesday/Wednesday 5:00-7:00 p.m., Saturday 12:00-2:00 p.m.)
8. Return the **completed count forms** and other materials to the Parks & Rec office, [1551 E MLK Jr. Pkwy](#), at the end of your last shift. 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.