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 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 Mallory (515)494-8552, 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.