WHAT SCHOOL STAFF CAN DO

- Letter to Teachers
- Thank You Letter to Teachers
- Letter to Principal
- Thank You Letter to Principal
- Letter to Control School
- Letter to Front Desk Staff
- Letter to Front Desk Staff about Delivery Vehicles
(Date)

Dear Teacher:

Unnecessary vehicle idling contributes to health risks and pollution in Washington. This is one hazard that can be easily prevented. You and your students can be part of the solution. The (Name of organization) has designed a program that will allow the students in your classroom to actively improve the air quality around the school and in their neighborhood.

The challenge/process is simple:
• Have your students take the enclosed letter and pledge form home with them on (Date).
• Have their parent(s) or guardian sign the pledge form and return it by (Date).
• Every student who brings back a signed pledge form will receive a “Thank You” gift for their parent from a local business.
• Once you have gathered signed pledge forms, please return them using the self-addressed envelope included in this packet.

Our goal is 100 percent student participation, but 80 percent class participation will earn your class a pizza or ice cream party (or other reward) from (Name of community business).

To thank you for your participation, (Name of community business) has also donated a (Name of gift) for you if the 80 percent participation level is reached.

We encourage you to incorporate the idling reduction program into a larger study of the environment and tie it to other activities for students, to leverage the learning opportunity while allowing them to have an impact on their world. We have included a fact sheet to help illustrate just how critical this issue is. For example, a single vehicle dropping off and picking up kids at one school puts three pounds of pollution into the air per month.

Thank you for your support of this critical program.
Dear [Contact Name],

First of all, many thanks to you for helping us improve air quality and health through the “It All Adds Up to Cleaner Air” program! Without assistance from you and your class, we simply would not have been able to implement this program.

Based on responses we have received to date, (Insert specific results from the program analysis that indicate a reduction of idling). This is significant because a single vehicle dropping off and picking up one child at school puts about three pounds of pollution into the air in just one month.

Since your classroom met or surpassed the 80 percent participation goal, we are pleased to inform you that your class will be receiving (insert prize information). We will soon be contacting the prize sponsor to make arrangements and will be back in touch with you regarding those details.

In addition, you will be receiving an individual reward (insert prize information) based on your classroom’s achievement.

Please extend our sincere thanks to your students. We are truly grateful for their assistance in this program. Because of your help, we have also gained fantastic insight into how we can improve this program for future implementation.

If you have specific observations that you feel would be helpful, we would be grateful to hear from you. Please forward them to (Program Contact).

Best wishes to you all!

Regards,

(Program Contact Name)

(Agency Name)
Dear (Name of Principal):

Thank you again for agreeing to participate in this critical program. Unnecessary vehicle idling is a leading cause of pollution and a major factor in the exponential rise of childhood asthma throughout Washington. This is one hazard that can easily be prevented, and your school’s teachers, students, parents and school volunteers will play a vital role in creating a solution. The (Name of organization) has designed a program that will allow the teachers and students in your classrooms to actively improve the air quality around the school and in their neighborhood.

The challenge/process is simple:
- Please provide your teachers with the enclosed “toolkits” containing parent letters, “No Idle” Pledge Forms, and a fact sheet to help illustrate just how critical this issue is.
- Teachers will ask students to take the enclosed letter and pledge form home with them and have their parent(s) or guardian sign the pledge form and return it.
- Every student who brings back a signed pledge form will receive a “Thank You” gift for their parent from a participating local business, along with an idling reduction key chain.

Our goal is 100 percent participation, but 80 percent class participation will earn the class a pizza or ice cream party (or other reward) from (Name of local business). Furthermore, 80 percent participation will earn the teacher a “Thank You” gift from (Name of local business).

A detailed outline of all the activities that will be taking place at your school during the course of the program, as well as a copy of the letter and fact sheet that will be sent home with your students, is attached.

Thank you for your support of this program and your commitment to improving the health of children and the environment.

If you have any questions or concerns, please contact (Program Contact).
Program Outline:
Thank you for agreeing to take part in the (Program Name). Here is a detailed outline of the activities that will be taking place in your school during the course of the program, and a description of the materials that are included in the boxes that you have received today.

Program Dates:
- (Insert Program Dates)

It All Adds Up to Cleaner Air Signs:
Enclosed you will find two “It All Adds Up to Cleaner Air” signs which should be mounted in an area near where parents drop off and pick up their children. Please talk with your Operations Managers and choose an appropriate and visible location to hang these signs. Please have these signs posted by (Date).

Parent Outreach:
- Enclosed you will find packets labeled with the names of your teachers. Each teacher has two packets. Please distribute these packets to your teachers on (Date).
- The first packet contains letters and pledge forms that will be sent home with parents on (Date). Parents are asked to read the letter and fact sheet, sign the pledge not to idle, and return the “No Idling” pledge form to school with their child.
- The second packet contains thank you gifts, which will be given to students who return the “No Idling” pledge. The gifts include a “No Idling” key chain and a (Description of gift).
- Teachers have also been provided with a self-addressed envelope which they will use to return the signed pledge forms.
- Any classroom that returns 80 percent or more of their pledge forms will receive a pizza or ice cream party (or other reward), which we will coordinate with you and/or the teachers.
- The teachers whose classrooms reach 80 percent or more will also receive a thank you gift.

Delivery Driver Outreach:
- Enclosed is a packet labeled “Delivery Driver Outreach.” This packet should be given to your front office staff. Each packet contains two sets of envelopes.
- The first set of envelopes contains letters and pledge forms for delivery drivers. Please ask your front desk staff to hand these letters to delivery drivers that visit your school during the week of (Program Dates). Have staff ask the drivers to sign the pledge not to idle and return it to them.
- The second set of envelopes contains a key chain and (Description of gift). The front desk staff should give one of these envelopes to every delivery driver that returns a signed pledge form.
Research:
• During the course of the program, volunteers and temporary staff will be on hand both before and after school to record idling times.
• The research packet that you will find in this box contains stopwatches, clipboards, tracking forms and pens. Please give these supplies to your front desk staff on (Date).
• Monitors will arrive approximately 35 minutes prior to the start of school, and will check in at the front desk to pick up their supplies. Monitors will stand near the pick-up/drop-off area and time vehicles until 20 minutes after school starts. They will then return their supplies to the front desk.
• The afternoon monitors will arrive approximately 35 minutes before classes end and will check in at the front desk. They will stand near the pick-up/drop-off area and time vehicles until 30 minutes after school ends.
• Front desk staff should use the enclosed self-addressed envelope to return the completed tracking forms once the program has concluded on (Program end date).
• The stopwatches and clipboards should be returned to (Name of organization)

Bus Driver Outreach:
• “No Idling” fact sheets and pledge forms are also being sent to the bus drivers in your district to ask them to reduce their amount of idling time while carrying your students to and from school, as well as in their personal driving time.
• Front desk staff has also been provided with a self-addressed envelope which they will use to return the signed pledge forms.
(Date)

(Contact Name)
(School)
(Address)
(City), (State) (Zip)

Dear (Contact Name),

First of all, many thanks to you for helping us improve air quality and health through the “It All Adds Up to Cleaner Air” program! Without assistance from you, your faculty and your office staff, we simply would not have been able to implement this program.

Based on responses we have received to date, (Insert specific results from the program analysis that indicate a reduction of idling). This is significant because a single vehicle dropping off and picking up one child at one school puts about three pounds of pollution into the air in just one month.

Many of your classrooms met or surpassed the 80 percent participation goal. This means they will be receiving (insert prize information). We will soon be contacting the prize sponsor to make arrangements and will be back in touch with you regarding those details.

Please extend our sincere thanks to your faculty and staff. We are truly grateful for their assistance in implementing this program. Because of your help, we have gained improved air quality and health, while also gaining fantastic insight into how we can improve this program for future implementation.

If you have observations that you feel would be helpful, we would be grateful to hear from you. Please forward them to (Program Contact).

Best wishes to you all!

Regards,
(Program Contact Name)
(Name of organization)
(Date)

(Contact Name of Control School Principal)
(School Name)
(Address) (City), (State) (Zip)

Dear (Contact Name of Control School Principal),

First of all, many thanks to you for helping us improve air quality and health through the “It All Adds Up to Cleaner Air” program! Without assistance from you, your faculty and your office staff, we simply would not have been able to implement this program.

Your flexibility and hospitality enabled us to measure drop-off and pick-up idling times in a “control” setting where idling reduction materials were not distributed. We will now take the information we gathered at your school, compare it to similar information collected at the participating school in your district, and measure the effect the program had on drivers.

Please extend our sincere appreciation to your staff. We are truly grateful for you and your team’s assistance in implementing this program. Because of your help, we will gain critical insight into how we can improve air quality for children in Washington through programs such as this.

If you have observations that you feel would be helpful, we would be grateful to hear from you. Please contact (Program Staff Name).

Best wishes to you all!

Regards,

(Program Contact Name)
(Name of organization)
Dear Front Office Staff:

As a part of the (Name of organization)’s idling reduction program, “It All Adds Up to Cleaner Air,” which will be taking place the week of (Program Dates), we will be conducting a research experiment outside your school.

During the course of the program, monitors will be on hand before and after school to record idling times as parents drop off and pick up their children. The following information explains this process:

- The enclosed research packet contains stopwatches, clipboards, tracking forms and pens. Please store these supplies at your front desk.
- Monitors will arrive approximately 35 minutes prior to the start of school and will check in at the front desk to pick up their supplies.
- Please give each monitor a copy of the “Directions for Monitors” document. Note - You may need to make multiple copies of the directions.
- Monitors will stand near the pick-up/drop-off area and time vehicles until 20 minutes after school starts. They will then return their supplies to the front desk.
- The afternoon monitors will arrive approximately 35 minutes before classes end and will check in at the front desk. They will stand near the pick-up/drop-off area and time vehicles until 30 minutes after school ends. They will then return their supplies to the front desk to be used the next day.
- Please use the enclosed self-addressed envelope to return the completed tracking forms once the program has concluded on (Program End Date).
- The stopwatches and clipboards should be returned to (Name of organization).

If you have any concerns or encounter questions from parents about what the research monitors are doing, please speak with your principal or contact (Program Contact).

Thank you for your support of this program!
Dear Front Office Staff:

Idling is harmful to our health and our environment!

Unnecessary vehicle idling contributes to health risks and pollution in the state of Washington. This is one hazard that can be easily prevented and you can be part of the solution. Your school has joined with the (Organization Name) to implement a program that will allow your school to actively improve the quality of the air you, other school staff, and your students breathe.

Your school is one of several in the state that is participating in this program to reduce vehicle idling at schools. Soon letters will be going out to parents and idling reduction pledge cards coming back to teachers. Monitors might also be present in the drop-off and pick-up areas before and after school to measure how long individuals idle while dropping off or picking up students.

We need your help!

We hope this is an easy request. We would like to extend the idling reduction message beyond parents to include buses and delivery trucks. You have received a stack of informational letters and pledge forms for drivers who deliver goods to your school. Please distribute these to drivers who visit your school between (Program Dates). Please ask them to sign the forms pledging not to idle their vehicles unnecessarily. Once drivers have signed the pledge, in exchange for their pledge not to idle, please give them a “No Idle” key tag and a coupon to a participating business that has contributed a thank you gift. Then, please return these signed forms and unused key tags on (Date), using the self-addressed envelope.

We encourage you, too, to take the pledge not to idle your vehicle unnecessarily.

Thank you for your support of this program!