The STEPS to Atlanta Streets Alive Activity Partner Guide (the STEPS guide) contains:

- General information about the STEPS guide and Atlanta Streets Alive
- Setting Goals and SMART Objectives
- Planning & Evaluating your activity for Atlanta Streets Alive

What is the STEPS to Atlanta Streets Alive Activity Partner Guide?

The STEPS to Atlanta Streets Alive Activity Partner Guide is a guidebook for individuals, university students, student groups, and local non-profit organizations to plan activities within Atlanta Streets Alive events. The guide is intended to be a collaborative reference of past activities conducted at Atlanta Streets Alive. The materials contained within this guide were used to conduct the past activities of the Nutrition Student Network of Georgia State University during the first and second Atlanta Streets Alive events, held on May 23rd, 2010 and October 17, 2010.

What is contained in the STEPS to Atlanta Streets Alive Activity Partner Guide?

The STEPS to Atlanta Streets Alive Activity Partner Guide contains general information about Atlanta Streets Alive and how community service activities are conducted within the Atlanta Streets Alive culture and organizational structure. Strategies and steps illustrating how to set activity goals and objectives, planning, identifying potential activity partnerships and resources, volunteer training, scheduling, evaluation, and reflection are given in STEPS to assist in your activity.
What is Atlanta Streets Alive?

Atlanta Streets Alive is a permanent event which takes place in downtown Atlanta. Designated streets are opened to the public for pedestrian fun and closed to motorized vehicles. By leaving our cars behind and coming downtown to walk, run, bike, and play, it allows us to see and experience the beauty of our city streets. Atlanta Streets Alive also creates an environment for a variety of health and community service initiatives.

Atlanta Streets Alive was inspired by the ciclovia in Bogotá, Colombia, where city streets have been closed to motorized traffic on Sunday mornings for over 30 years.(1) The word *ciclovia* is translated from Spanish to English as “bike path” and is used to describe either a permanent bicycle route, or temporary event which closes the streets to motorized vehicles for other uses. Ciclovia type events currently take place in 36 U.S. cities, and have received media attention around the globe for promoting physical activity, social capital, alternate transportation, and increasing quality of life.(1)(2)

Atlanta Streets Alive: Local History

The first-ever Atlanta Streets Alive event celebration was held on Sunday, May 23rd, 2010, with over 5,700 Atlantans in attendance. The second Atlanta Streets Alive was held on Sunday, October 17th, with 5,077 participating in the festivities. (2)

Atlanta Streets Alive events are designed to create livable streets and promote health in many different ways. The activity partner participation of local businesses and university students at Atlanta Streets Alive is a natural fit, as these events have taken place along Edgewood Avenue, in the heart of downtown and the Georgia State University campus. *It’s important to let your supporters, family and friends know that you will be at Atlanta Streets Alive. Contact ASA’s current outreach coordinator about ways to promote Atlanta Streets Alive through your organization.*
These are some common Terms and Acronyms used within the STEPS to Atlanta Streets Alive Activity Partner Guide:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA</td>
<td>Atlanta Streets Alive Event in downtown Atlanta</td>
</tr>
<tr>
<td>ABC</td>
<td>Atlanta Bicycle Coalition Sponsors Atlanta Streets Alive events</td>
</tr>
<tr>
<td>GSU</td>
<td>Georgia State University The leading urban research university in the southeast</td>
</tr>
<tr>
<td>NSN</td>
<td>Nutrition Student Network The professional nutrition/dietetic student organization at GSU</td>
</tr>
</tbody>
</table>

Organizational Structure of Atlanta Streets Alive:

ASA Organizers

The ASA organizers are the individuals who produced the 1st and 2nd ASA events in 2010.
- Rebecca Serna, Atlanta Bicycle Coalition, ASA Director
- Laura Valente, Logistics Coordinator for ASA
- Jason Vargo, Volunteer Coordinator for ASA
- Cooper Holland, Activity Coordinator for ASA
- Lyuba Zuyeva, Activity Coordinator for ASA

ASA Planning Committee

The ASA planning committee consists of both volunteers and partner organization staff to coordinate all aspects of the event.

ASA Sponsors

ASA Sponsors are businesses and organizations who make monetary donations to support the event. In-kind supporters are businesses and organizations who donate products, services, media and promotional support.

ASA Activity Partners

ASA Activity partners conduct the individual activities within the event.

ASA Volunteers

ASA volunteers provide a number of services during Atlanta Streets Alive to ensure that the event itself runs smoothly. Volunteers can help in many ways, including directing participants, assisting with set up and break down of the event, conducting participant surveys and provide official counts of how many people attend.

It is important to note that ASA volunteers work for the event, they are not activity partners. A list of the sponsors, Partners and Activity Partners from the May and October, 2010 ASA events is located in Appendix A of the guide.
Prior to planning an activity it is important to identify your goals. Goals state what you, your group or your organization will ultimately accomplish at Atlanta Streets Alive. Objectives state how the activity will be carried out to meet your goals.

Before starting an activity it is important to set goals to identify what you want to accomplish and how you will carry out your plan!

If you are planning an activity for an organization, a group or for yourself, align your Atlanta Streets Alive activity goals from the goals listed in the project description or from your organizations mission statement.

No matter how your activity will be conducted, the activity goals should align with the Atlanta Streets Alive activity goals.

The mission statement, goals and objectives for the Atlanta Streets Alive event are given on page 5 of the guide.

An example mission statement, goals and objectives from a previous ASA activity conducted by NSN is located in Appendix C of the guide.
Sample Mission, Goals and Objectives for Atlanta Streets Alive

Mission
Atlanta Streets Alive is a first-of-its kind event in a notoriously car-centric city; we have 30 miles of bicycle lanes, a tremendous and expensive backlog of broken sidewalks, and relatively low (but growing) rates of bicycle commuting and walking. We seek to shift the current dynamic and replace it with a proactive community that comes together on a regular basis to participate in active transportation, physical activity, cultural and artistic endeavors, and to enjoy our neighborhoods and communities from a different perspective–from the street.

Goals
1. Allow participants of all ages and backgrounds to experience our streets in a new way – as a shared, safe and active space for people in motion
2. Improve the long term health and well-being of all Atlantans, regardless of current fitness condition, by increasing levels of physical activity
3. Reduce dependence on the car for transportation and raise acceptance of bicycling and walking as ways of getting around
4. Create a space for people of diverse backgrounds to interact and build social capital
5. Increase neighborhood awareness, connectivity, mobility and livability
6. Provide a wide variety of free physical, cultural, and social activities in keeping with Atlanta’s unique history
7. Provide opportunities and exposure for local businesses along the route
8. Facilitate greater awareness of the connections between environmental, transportation, and nutrition/food issues in Atlanta
9. Build long-term sustainability and success through partnerships and sponsorships by like-minded organizations and businesses
10. Evaluate the program’s successes in achieving objectives and impact on participants.

Objectives
1. 6,000 people that represent Atlanta’s diversity (age, race, sex, ethnicity, SES) participate
2. 3,000 participants meet daily physical activity recommendation
3. 3,000 participants experience increased social capital

*Mission, Goals and Objectives are from 2010 ASA Events (5)
Goals should be S-M-A-R-T
Specific Measurable Attainable Relevant Time-bound

Example:
You belong to a group of friends who share a passion for double-dutch. Your friends all agree that it would be fun to conduct a double-dutch activity at Atlanta Streets Alive.

In this situation, the group is not a chartered student organization and is not conducting the double-dutch activity is not part of a course requirement. This means that there are no previously set goals to base the double-dutch activity upon.

This is okay, the goals and objectives can be based on the goals and objectives set by the Atlanta Streets Alive program listed on page 6 of the guide.

Long-term activity goal #1 set by ASA: Allow participants of all ages and backgrounds to experience our streets in a new way – as a shared, safe and active space for people in motion.

Short-term activity goal set by the activity group: Engage members of the public who have never tried to double-dutch before.

Your objectives will state how the activity will be carried out to meet your goals.

Objective: Have activity volunteers participating in double-dutch for 10 minute on/ 10 minute off intervals from 1:00 PM to 5:00 PM at the event. Have volunteers encourage onlookers to try double-dutch for themselves, and offer instruction as needed.

Objective: Getting one or more people to try double-dutch for the first time, and say they had fun doing it!

Specific Measurable Attainable Relevant Time-bound
Planning your activity for Atlanta Streets Alive

Planning your activity The questions in this section pertain to the early planning stages of your activity. These questions should be answered by as many activity participants as possible. Responses do not need to be formal. They will only be viewed by your activity team/advisor. These questions are designed to help you/your group brainstorm ideas and determine what is feasible. Further details will be addressed in the planning > activity > evaluation section of the guide. Blank activity planning forms can be found in Appendix B of the guide. Sample forms from past activities can be found in Appendix C of the guide.

Identify the activity

What is the activity? Briefly describe what you want to do for your activity at ASA

Who will be conducting the activity at ASA? A chartered student organization/sport club, nonprofit organization, a business, an individual

What is the target activity date? Identify the date for the Atlanta Streets Alive Event along with the activity dates for other upcoming activities and projects

Estimate how much the activity will cost to produce. There is no fee to become an activity partner at Atlanta Streets Alive. All activities are also free to the public

*From Evaluating Health Promotion Programs. The Health Communication Unit, Center for Health Promotion, University of Toronto. (6)
Planning the activity

Step 1: Assemble the members of your activity team

Step 2: Identify an advisor: *Is a faculty member, supervisor, mentor able to assist you in planning and supervising the follow-through of your activity?*

Step 3: Deciding **how** the activity should be planned *Decisions should be made by the activity team*

Brainstorm the steps that will be needed to plan the activity:

Decide which steps are essential to your planning and remove what is not needed.

Prioritize the steps which were not eliminated in chronological order:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>4.</td>
</tr>
</tbody>
</table>

Assign individual activity team members to major planning areas, and assign specific tasks to individuals. *Assign reasonable deadlines.*

Step 4: Follow through: Create an activity checklist which includes:

<table>
<thead>
<tr>
<th>Activity/Planning Area</th>
<th>Person responsible</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Place activities into their corresponding planning areas and create an Activity Planning Guide. After the Activity Planning Guide has been completed, make copies for all activity team members. *From *Evaluating Health Promotion Programs. The Health Communication Unit, Center for Health Promotion, University of Toronto. (6)
**Remember**: Make sure everyone has their areas of responsibility properly covered. If anything is not covered, find out why and make the proper arrangements.

**Activity Training**

Each and every activity conducted during ASA is representative of the event itself. The group members conducting your activity need to know as much as possible about the activity and how it will fit into ASA’s structure and culture. It is never safe to assume that all activity participants know what is expected of them during the activity.

General information about Atlanta Streets Alive can be found on the event website at: http://www.atlantastreetsalive.com/route-activities/

The topics covered on this website include street closures, transportation, parking and certain activities which are prohibited during ciclovia events. Training for those who will be conducting activities at ASA should include the information contained in this website.

Training for the purpose of conducting an activity during an ASA event can occur in several ways, and is largely dependent upon the activity itself. For many activities it will be essential to do a trial-run or several trial-runs of how the activity will be conducted prior to the event. For other activities, preparation could be as simple as arriving on time and skipping rope. It is important to anticipate any issues which may occur, like proper usage of equipment and/or informational materials, the rights and safety of members of the public, the physical environment, etc.

If you are utilizing an existing activity (an activity that has been conducted in past ASA events), ask a former participant to assist you by reviewing your activity plan, by attending a group meeting, or by being a mentor. Be sure to include this information in your evaluation.

Sample volunteer training and information materials composed for the Nutrition Student Network can be found in Appendix C of the guide.
The Planning > Activity > Evaluation Process

This section of the guide illustrates the process of planning the activity, conducting the activity, evaluating the activity, and reflecting upon influences over the activity. This portion of your effort is done after the activity has been planned and completed. The guide is an intended reference tool for you to reflect upon your activity at Atlanta Streets Alive, and serves as a collaborative reference for activities conducted at these events. It is important to give your opinions and be as detailed as possible in this section.

By recording the evaluations of each activity conducted at ASA, future activity partners will be able to:
- Access record of what has been done in the past at Atlanta Streets Alive events
- Understand the Atlanta Streets Alive culture
- Avoid duplication of work and avoid gaps between efforts
- Recognize available resources and potential partnerships by identifying the people and organizations previously involved in Atlanta Streets Alive

Evaluation will allow your activity planning team to:
- Have a better understanding of the positions and interests of those already involved in the event so a higher level of understanding of the event can be achieved
- Recognize potential partnerships and resources to build upon your effort
- Take time to properly thank volunteers and ASA staff for their efforts

Taking the time to evaluate your activity creates a structured review and analysis of your efforts. By keeping good records for yourself, you will also be helping out the next person responsible for the activity. Remember to list specific recommendations. The following pages contain 3 template forms for resource evaluation, goal and objective evaluation and key action date evaluation. These forms should be thoughtfully reflected upon, with a copy of the completed forms kept with the guide for future viewing.
**Assess Resources for Evaluation**

Record the anticipated, actual, and post evaluated volunteer, time, money, and resources used for your activity.

Identify resources:
- Funds
- Staff and volunteer availability/interests
- Equipment and tools

This is a sample blank form that will be used to record the resources you anticipated using during the planning phase, what was actually used during the activity, what you anticipate using if the activity is repeated and the justification behind your reasoning.

*Blank resource evaluation forms can be found in Appendix B of the guide. Sample forms from past activities can be found in Appendix C of the guide.*

### Resource Evaluation Form

<table>
<thead>
<tr>
<th>Resource Planning Phase</th>
<th>Resources Utilized (for the activity)</th>
<th>Resource Utilization Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds: needed to conduct the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers: needed to conduct the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time: needed to prepare for and execute the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer interests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skills: Volunteer training needed prior to the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support of partner organizations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Funds:</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Volunteers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><strong>Time</strong></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**<strong>Volunteer interests</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**<em><strong>Skills</strong></em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>****<strong>Support of partner organizations</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Assess Goals & Objectives for Evaluation

Below is a sample goal and objective form that will be used to record the goals and objectives identified for the activity in the planning phase. The activities conducted during ASA will then be recorded after the event has taken place. An evaluation of these activities will be completed by those who conducted the activity shortly after the event has taken place. Include what was done during the activity, along with any influences over the activity that may have occurred. Evaluate the methods used to conduct your activity, and the justification behind your reasoning.

*Blank goal and objective evaluation forms can be found in Appendix B of the guide. Sample forms from past activities can be found in Appendix C of the guide.*

Goal & Objective Evaluation Form

<table>
<thead>
<tr>
<th>GOAL:</th>
<th>Objective Evaluation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Planning Phase</strong></td>
<td><strong>Activities conducted at ASA</strong></td>
</tr>
<tr>
<td>Objectives:</td>
<td></td>
</tr>
<tr>
<td>Evaluation methods:</td>
<td></td>
</tr>
<tr>
<td>OBJ#</td>
<td>OBJ#</td>
</tr>
</tbody>
</table>
Assess Key Action Dates for Evaluation

In order to ensure that your activity is following a timeline, it is recommended to keep track of all major activities and projects taking place around the time of ASA. The important dates for these activities and projects can be referred to as key action dates. By identifying key action dates for volunteers and committee members during the planning phase, your group will be able to evaluate how long specific tasks and activities actually take to complete, and ensure that nobody gets overwhelmed. Use an interactive group calendar to identify the key action dates of activities pertaining to Atlanta Streets Alive, other scheduled activities, and for the scheduling availability of the group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by their deadline. Be sure mind the privacy of individuals when entering information.

Evaluation of Key Action Dates

<table>
<thead>
<tr>
<th>Planning of Schedule</th>
<th>Activities Schedule</th>
<th>Evaluation of Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interactive calendars are available through Outlook, Facebook, Google, and many other providers free of charge.

A blank evaluation of key action dates form can be found in Appendix B of the guide. Sample group calendars and timeline evaluation of key action dates from past activities can be found in Appendix C of the guide.

Conclusion

The STEPS to Atlanta Streets Alive Training Guide was created for individuals, university students, student groups, and local non-profit organizations to plan, evaluate, and reflect upon community service activities at Atlanta Streets Alive events.

The information and proposed activity planning processes illustrated in the guide reflect the opinions of the author and do not reflect the opinions of Atlanta Streets Alive, the Atlanta Bicycle Coalition, Georgia State University or the Georgia State University Nutrition Student Network.

This document is not for distribution to the public.
Appendix A

Atlanta Streets Alive Sample Activity Partner Application and Volunteer Application Forms

Atlanta Streets Alive! Fall 2010 Activity Application

No entrance fees - this is a wonderful opportunity to reach thousands of Atlanta's citizens.

*Required
Organization/ Business name/ Performer name * will be listed in ASA program
Contact name*
Phone*
Email*
Website
Back-up contact phone number
Type of organization *
  o Business
  o Nonprofit
  o Governmental agency
  o Public-private partnership
  o Private individual

Organization Description/Mission *

Please describe your proposed activity * get creative! Just remember our goal is to keep people active, engaged and having fun!

Please categorize your proposed activity
  o Community Health Information
  o Nutrition and Healthy Food Education
  o Food Vendor or Farm Stand (limited food vending will be allowed behind the Sweet Auburn Curb Market)
  o History Tour
  o Yoga/Aerobics/Fitness
  o Dance Performance and/or Class
  o Bicycling/Skating/Skateboarding
  o Sports Clinics
  o Running/Walking
  o Youth Activities
  o Education/Advocacy
  o Public Art/Culture
STEPS to Atlanta Streets Alive

- Music Performance
- Other
- Can you provide additional volunteers to help with the overall event? * This is in addition to any volunteers you would need to help with your own activity
  - Yes
  - No

If you can not participate in the full event (1-6 PM) or will have specific performance times, what time(s) would your activity take place? Note: We request that you take a 15-minute break after each 45-minute increment to encourage people to move about.

What type of space would you need? (e.g. flat asphalt, grass, 10 feet by 10 feet, etc.)

Do you need an electrical outlet? If multiple are needed, or other special requirements, please select “Other” and explain.
  - Yes
  - No
  - Other

Music/microphone requirements Note: Our lone PA/microphone system is already committed so partners need to bring their own
  - Please locate me next to music (note: not guaranteed)

*From 2010 ASA Activity Partner Application (7)
Volunteer Form

Would you like to help Atlanta's Streets come alive by volunteering for our event?

* Required

First Name: *

Last Name:

Mailing Address:

Phone Number:

Email Address: *

Are you able to participate in a pre-event training?
  o  Yes
  o  No

What shift would you like to work? * Check all that apply
  o  12:30-2:45
  o  2:30-4:45
  o  4:30-6:30

Are you available/interested to help with ASA events prior to the main event? *
  o  Yes
  o  No

Do you have any specialized skills? Check all that apply
  o  CPR/First Aid Training
  o  CITI or IRB ethics training (required for the evaluation component)
  o  Other

If applicable, please list the partner organization you are associated with.

*From 2010 ASA Volunteer (7)
**STEPS to Atlanta Streets Alive**

**May 23rd and October 17th, 2010 Atlanta Streets Alive affiliates**

<table>
<thead>
<tr>
<th>Public</th>
<th>Private</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Centers for Disease Control and Prevention</td>
<td>Albright Creative</td>
<td>Atlanta Downtown Neighborhood Association</td>
</tr>
<tr>
<td>The City of Atlanta Department of Parks, Recreation &amp; Cultural Affairs</td>
<td>ATL cruzers MARTA Shuttle</td>
<td>Atlanta Bicycle Coalition Bike Station</td>
</tr>
<tr>
<td>Kasim Reed, Atlanta Mayor</td>
<td>Atlanta BeltLine &amp; Park Pride</td>
<td>Atlanta Green Drinks</td>
</tr>
<tr>
<td>Kwanza Hall, Atlanta City Councilman, District 2</td>
<td>Atlanta Peachtree Road Rollers Social Skate (Roving)</td>
<td>Atlanta Street Food Coalition</td>
</tr>
<tr>
<td>The Atlanta Regional Commission</td>
<td>BOUNCE Fitness Double Dutch &amp; Cheerleading</td>
<td>Bicycle South Repair Station</td>
</tr>
<tr>
<td>The Atlanta Downtown Neighborhood Association</td>
<td>Easy Living Pedicab Rides (Roving)</td>
<td>Capoeira Decatur</td>
</tr>
<tr>
<td>City of Atlanta Police Department</td>
<td>Engineers Without Borders Dunk Tank</td>
<td>Central Atlanta Progress</td>
</tr>
<tr>
<td></td>
<td>Georgia Aquarium Shark Jump</td>
<td>Community Music Centers of Atlanta</td>
</tr>
<tr>
<td></td>
<td>Generation Green Georgia Conservatory</td>
<td>Crossover Movement Arts</td>
</tr>
<tr>
<td></td>
<td>Georgia State University Bellydance Club</td>
<td>Everybody Celebrates Photography</td>
</tr>
<tr>
<td></td>
<td>Georgia State University Institute of Public Health</td>
<td>Fixie Bicycle Gallery &amp; Bike Repair</td>
</tr>
<tr>
<td></td>
<td>Georgia State University Jazz Ensemble</td>
<td>Get in Gear/Sopo/Outback Bike Rodeo</td>
</tr>
<tr>
<td></td>
<td>Georgia State University Sculpture Studio</td>
<td>Global Dance Fitness featuring Zumba®</td>
</tr>
<tr>
<td></td>
<td>Georgia Tech School and City of Regional Planning</td>
<td>Fitness in Atlanta</td>
</tr>
<tr>
<td></td>
<td>Golds Gym</td>
<td>The Green Half</td>
</tr>
<tr>
<td></td>
<td>Pera Dance Studio</td>
<td>Hands on Atlanta</td>
</tr>
<tr>
<td></td>
<td>Sierra Club Tent Pitching Contest</td>
<td>Hoop Jam with Porkchop</td>
</tr>
<tr>
<td></td>
<td>Taste of Earth Playground &amp; Park Workout</td>
<td>Hoop Essence by Rebecca Deshon</td>
</tr>
<tr>
<td></td>
<td>Urban Run Club (Roving)</td>
<td>iOpener Entertainment and ASOVA</td>
</tr>
<tr>
<td></td>
<td>Urban Run Club Group Run + Relay Races</td>
<td>Jules and the Gents</td>
</tr>
<tr>
<td></td>
<td>X3 Sports Kickboxing</td>
<td>Jaleole Flamenco</td>
</tr>
<tr>
<td></td>
<td>Yelp Activity Station</td>
<td>Krewes of the Grateful Gluttons</td>
</tr>
<tr>
<td></td>
<td>Zipcar Frisbee</td>
<td>Jadi Fatima Persian Dance and Poetry</td>
</tr>
</tbody>
</table>

*From 2010 ASA Activity Partner Application (7)*
Appendix B

Identify the activity

What is the activity? Briefly describe what you want to do for your activity at ASA

Who will be conducting the activity at ASA? A chartered student organization/sport club, nonprofit organization, a business, an individual

What is the target activity date? Identify the date for the Atlanta Streets Alive Event along with the activity dates for other upcoming activities and projects

Estimate how much the activity will cost to produce. Although there is no fee to become an activity partner at Atlanta Streets Alive, all activities are also free to the public

*From Evaluating Health Promotion Programs. The Health Communication Unit, Center for Health Promotion, University of Toronto. (6)
Planning the activity

Step 1: Assemble the members of your activity team

Step 2: An advisor: Is a faculty member, supervisor, mentor able to assist you in planning and supervising the follow-through of your activity?

Step 3: Deciding how the activity should be planned Decisions should be made by the activity team

Brainstorm the steps that will be needed to plan the activity:

Decide which steps are essential to your planning and remove what is not needed.

Prioritize the steps which were not eliminated in chronological order:

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>4.</td>
</tr>
</tbody>
</table>

Assign individual activity team members to major planning areas, and assign specific tasks to individuals. Assign reasonable deadlines.

Step 4: Follow through: Create an activity checklist which includes:

<table>
<thead>
<tr>
<th>Activity/Planning Area</th>
<th>Person responsible</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Place activities into their corresponding planning areas and create an Activity Planning Guide. After the Activity Planning Guide has been completed, make copies for all activity team members.
## Resource Evaluation Form

<table>
<thead>
<tr>
<th>Resource Planning Phase</th>
<th>Resources Utilized (for the activity)</th>
<th>Resource Utilization Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds: needed to conduct the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers: needed to conduct the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time: needed to prepare for and execute the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer interests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skills- Volunteer training needed prior to the activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support of partner organizations:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Funds:  
**Volunteers  
***Time  
****Volunteer interests  
*****Skills  
******Support of partner organizations
Goal & Objective Evaluation Form

<table>
<thead>
<tr>
<th>GOAL:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Activity Planning Phase</th>
<th>Activities conducted at ASA</th>
<th>Activity Evaluation</th>
</tr>
</thead>
</table>

**Objectives:**

**Evaluation methods:**

OBJ#
### Evaluation of Key Action Dates

<table>
<thead>
<tr>
<th>Planning of Schedule</th>
<th>Activities Schedule</th>
<th>Evaluation of Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C

The activity description below is from the pilot activity used in the construction of the STEPS to Atlanta Streets Alive Activity Guide Book. The activity was conducted by the Georgia State University Nutrition Student Network during the October 17, 2010 Atlanta Streets Alive. The forms in this section are examples of the planning > activity > evaluation process utilized for the October 17th, 2010 activity, by the Nutrition Student Network.

**Mission Statement** - The Nutrition Student Network (NSN) is an officially chartered student organization at Georgia State University. It provides a forum for students interested in nutrition to interact with each other, participate in community service/volunteer projects, promote visibility of nutrition within the Georgia State community, and learn about the profession of nutrition/dietetics career path.

The goals and objectives state below are from the Georgia State University Nutrition Student Network’s 2nd activity partnership with Atlanta Streets Alive. The Nutrition Student Network and the Division of Nutrition were activity partners from the first Atlanta Streets Alive, held on May 23, 2010. This example illustrates how activities can be built upon from one event to the next.

**Long-term goal** - To promote visibility of Georgia State University in community service and volunteerism

**Short-term goal** - To have an interactive fitness forum which will provide the public with an engaging experience in nutrition, physical activity and health education at Atlanta Streets Alive.

**Sample Objective** - To increase public participation during the October 17th activity by 50% from the May 23rd Atlanta Streets Alive activity event.

- On May 23rd - 7 assessments where completed
- On October 17th - 14+ people will need to receive assessments in order to meet the objective

**Specific Measurable Attainable Relevant Time-based**
Sample forms:

The forms below are examples of some of the preliminary planning steps considered by members of the Georgia State University Nutrition Student Network for the October 17, 2010 Atlanta Streets Alive.

*Blank template forms for Planning Your Activity can be found in appendix B of the guide.*

**What is the activity? Briefly describe what you want to do for your activity at ASA**

To provide the public with an educational activity that will allow people to learn about how exercise can increase metabolism.

---

**Who will be conducting the activity at ASA? A chartered student organization/sport club, a class, individuals**

The Nutrition Student Network at Georgia State University, a chartered student organization.

---

**What is the target activity date? Identify the date for the Atlanta Streets Alive Event along with the activity dates for other upcoming activities and projects**

Atlanta Streets Alive is on October 17th, 2010. This is the Saturday after midterm exams are due, and is on the same day as the Atlanta AIDS Walk event.

---

**Estimate how much will the activity cost to produce? Although there is no fee to become an activity partner at Atlanta Streets Alive, all activities are also free to the public**

The event should not require any budgeted funds, as all equipment should be available from the Georgia State University Nutrition Department. Volunteer resources may be an issue.
Planning the activity
Step 1: Assemble the members of your activity team

Dana Greear, MS, IPH Student, NSN Member Katherine Stresing, NSN President, GSU Nutrition Student, Jamie Hamblin and Cindy Klinger, NSN Members, Activity Partners for the first ASA event

Step 2: An advisor. Is a Georgia State University faculty member able to assist you in planning and supervising follow-through?

John Steward, MPH (Faculty Advisor/ ASA Committee Member)

Step 3: Deciding how the activity should be planned These decisions should be made by the activity team

Brainstorm the steps that will be needed to plan the activity

Come up with activity specifics, scheduling, recruit/train volunteers, determine what equipment will be needed, deliver equipment to the site, educational materials, and fill out/turn in the ASA activity partner application.

Decide which steps are essential to your planning and remove what is not needed.

Prioritize the steps which were not eliminated in chronological order:

1. Volunteers
2. ASA Application
3. Educational tools
4. Equipment

Assign individual activity team members to major planning areas, and assign specific tasks to individuals Assign reasonable deadlines

Step 4: Follow through: Create an activity guide which includes:

<table>
<thead>
<tr>
<th>Activity/Planning Area</th>
<th>Person responsible</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>J. Steward</td>
<td>October 12th, 2010</td>
</tr>
<tr>
<td>Chairs</td>
<td>Provided by ASA</td>
<td></td>
</tr>
<tr>
<td>Office supplies</td>
<td>J. Steward</td>
<td></td>
</tr>
<tr>
<td>Lock box</td>
<td>D. Greear</td>
<td></td>
</tr>
<tr>
<td>Chalk</td>
<td>D. Greear</td>
<td></td>
</tr>
<tr>
<td>Exercise equipment</td>
<td>D. Greear</td>
<td></td>
</tr>
<tr>
<td>Calculators</td>
<td>D. Greear/D. Benardot</td>
<td></td>
</tr>
<tr>
<td>ASA Application</td>
<td>Individual volunteers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Tools/Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scales from Nutrition department</td>
<td>D. Greear/D. Benardot</td>
<td>October 12th, 2010</td>
</tr>
<tr>
<td>Make dry erase physical activity (metabolic equivalent) sheets</td>
<td>D. Greear/B. Hopkins</td>
<td></td>
</tr>
<tr>
<td>Get measuring tapes from Nutrition Department</td>
<td>D. Greear</td>
<td></td>
</tr>
<tr>
<td>Volunteer recruitment</td>
<td>K. Stresing</td>
<td>October 11th, 2010</td>
</tr>
</tbody>
</table>
**Sample volunteer training form composed for the GSU Nutrition Student Network**

Volunteer Training for STEPS to Atlanta Streets Alive  
October 17, 2010

The Dietary Reference Intakes (DRI's) define the daily requirement for energy as the Estimated Energy Requirements (EER). The EER applies a person’s age, sex, weight, height, and physical activity level (PAL). The EER consists of predictive equations for calculating the amount of energy intake that will maintain any individual’s body weight, as measured by doubly labeled water studies (1).

**Things to keep in mind:** This equation is a predictive equation.

<table>
<thead>
<tr>
<th>Each and every participant you come into contact with should be informed this is only a predictive equation.</th>
<th>Initial Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this format, the equation is only accurate for non-obese individuals. *</td>
<td></td>
</tr>
</tbody>
</table>

**Things to keep in mind:** InnerScan Body Composition Monitor by Tanita, Health o meter electronic scale and Health o meter dial scales:

| Belong to the Division of Nutrition at Georgia State University and should be treated with care.                                                        |              |
| The scales are only to be used by individuals weighing under 300 lbs.**                                                                           |              |

The “Registered Dietitian” credential is a legally protected title that can only be used by practitioners who are authorized by the Commission on Dietetic Registration of the American Dietetic Association (2).

**Things to keep in mind:** licensure requirements for Registered Dietitians in the State of Georgia Chapter 157.

| Dietetics practitioners are licensed in 46 states, including GA, to ensure that only qualified, trained professionals provide nutrition services or advice to individuals requiring or seeking nutrition care or information. |              |
| Only state — licensed dietetics professionals can provide nutrition counseling. Non licensed practitioners may be subject to prosecution for practicing without a license. |              |

**Things to keep in mind:** Conduct

| This is a service provided to the community by GSU students. It is not clinical care.                                                                       |              |
| All services are voluntary.                                                                                                                            |              |
| We are **not** offering nutrition advice.                                                                                                                |              |
| Calculations will be shown to participants on the dry erase boards provided. No data will be collected from any participant.                            |              |

**References:**

2. Georgia Board of Examiners of Licensed Dietitians  
Board: [http://www.sos.state.ga.us/plb/dietitians/](http://www.sos.state.ga.us/plb/dietitians/)  
Sample volunteer information sheet composed for the Nutrition Student Network

On the day of event, we will be located at Hurt Park – on Edgewood, street or sidewalk, off to right side; 20x60ft near Sparks Hall.

First shift volunteers:
~Arrive on site around 12:15 - 12:30 PM it’s Sunday, the streets are clear… Take your time and enjoy getting there by walking, biking, car pooling or taking MARTA!
• We will start by chalking the dimensions of the 20X60ft space in the shape of an arrow pointing out toward activities
• We will set up a table with clip boards containing dry erase formula sheets and markers at stations 1&3
• We will set up a table containing healthy snacks at station 2
• We will go over how to calculate formulas while keeping the information simple

As second shift volunteers arrive, they will be trained and take the place of a first shift volunteer
• We will break down about 5:45 PM. We must clear the street by 6:00 PM

ALL Volunteers- It is encouraged for you to bring your own calculators and games to ensure you have the most fun possible (hula hoops, jump ropes, hacky sacks, light sabers, ex.)

GSU Nutrition Student Network (on Edgewood, near Hurt Park)
NSN will be providing a forum which individuals will be able to learn how to gauge their own metabolism while eating, exercising and having fun at ASA! 1. Individual participants can learn their body composition using Bioelectrical Impedance scales, anthropometric measurements and resting metabolic rates. 2. A healthy snack will be provided. 3. Individuals will be given the opportunity to learn the approximate amount of physical activity necessary to metabolize their snack via walking the route/biking the loop.

*All services are voluntarily. Calculations will be shown to participants on the dry erase boards provided and verbally stated to the participant. No data will be collected from any participant!

The link below will take you to the general information site, route and the most up to date activities for Atlanta Streets Alive. http://www.atlantastreetsalive.com/route-activities/

To view the exact location and description for the Nutrition Student Network’s activity expo, click the interactive map, and scroll down on the top right box to GSU Nutrition Student Network!
The items below were sent to all activity partners by:

Rebecca Serna, Executive Director
Atlanta Bicycle Coalition on 10/12/2010:

Thanks again for your willingness to share your time, energy, and skills with Atlanta this Sunday, October 17th! Last but not least, we would so appreciate your help promoting your activity and Atlanta Streets Alive to your networks!

A few items to remember:

- Park Place will close at 10:00am and Edgewood at 12:30
- Streets will reopen 6 pm. We will be out of the street by this time.
- First Aid Tent at Edgewood @ Park Place (accessible via event radio)
- Nothing can be affixed/hung or attached to any tree, bush or city of Atlanta infrastructure
- Parking is available in various commercial decks and surface lots located near the route - see map: http://www.atlantastreetsalive.com/route-activities
- If you need any other assistance, police or first aid during the day, just go to any Info Station, all of which will be equipped with a radio
- Map & Activities list is here! http://www.atlantastreetsalive.com/route-activities

*Volunteers- Parking will be difficult! This might be a good day to ride your bike, roller blade, take MARTA, anyway that get you moving and eliminates sitting in traffic!
Equations:

**Adult Men**
\[
EER = 662 - (9.53 \times \text{______}) + \text{PA} \times (15.91 \times \text{______}) + (539.6 \times \text{______})
\]

- years of age
- kg body weight
- meters height

**Adult Women**
\[
EER = 354 - (6.91 \times \text{______}) + \text{PA} \times (9.36 \times \text{______}) + (726 \times \text{______})
\]

- years of age
- kg body weight
- meters height

**Boys Age 3-18**
\[
EER = 88.5 - (61.9 \times \text{______}) + \text{PA} \times (26.7 \times \text{______}) + (903 \times \text{______})
\]

- years of age
- kg body weight
- meters height

**Girls Age 3-18**
\[
EER = 135.3 - (30.8 \times \text{______}) + \text{PA} \times (10 \times \text{______}) + (934 \times \text{______})
\]

- years of age
- kg body weight
- meters height

All weights are in kilograms, heights are in meters, and age is in years. PA is for physical activity coefficient. The activity coefficients are tabulated below.

<table>
<thead>
<tr>
<th>Activity Level</th>
<th>Boys aged 3-18</th>
<th>Girls aged 3-18</th>
<th>Adult men</th>
<th>Adult women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedentary</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sedentary means only the light physical activity associated with independent living</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderately Active</td>
<td>1.13</td>
<td>1.16</td>
<td>1.11</td>
<td>1.12</td>
</tr>
<tr>
<td>moderately active means about half an hour of moderate to vigorous exercise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active</td>
<td>1.26</td>
<td>1.31</td>
<td>1.25</td>
<td>1.27</td>
</tr>
<tr>
<td>Active means at least an hour of exercise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Institute of Medicine Equation was published in September 2002. It is the equation which is behind the 2005 Dietary Guidelines for Americans and the new food pyramid, MyPyramid.

These equations are for healthy weight children and adults. Correction formula are used for overweight and obese individuals.
## Resource Evaluation Form

<table>
<thead>
<tr>
<th>Resource Planning Phase</th>
<th>Resources Utilized (for the activity)</th>
<th>Resource Utilization Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds: <em>N/A</em></td>
<td>N/A</td>
<td>$40.00</td>
</tr>
<tr>
<td>Volunteers: <strong>12 total</strong></td>
<td>13 total</td>
<td>8 total</td>
</tr>
<tr>
<td>Time:***</td>
<td>20 minutes individual volunteer training</td>
<td>20 minutes individual volunteer training</td>
</tr>
<tr>
<td></td>
<td>2.5 hours shifts day of event</td>
<td>2.5 hours shifts day of event</td>
</tr>
<tr>
<td></td>
<td>2 hours evaluation meeting</td>
<td>2 hours evaluation meeting</td>
</tr>
<tr>
<td></td>
<td>4 hours volunteer training materials</td>
<td>2 hours volunteer training materials</td>
</tr>
<tr>
<td></td>
<td>3 hours production of signage</td>
<td>0-1 hours production of signage</td>
</tr>
<tr>
<td>Volunteer Interests-</td>
<td>Community nutrition initiatives, health promotion, physical activity, volunteerism</td>
<td>Community nutrition initiatives, health promotion, physical activity, volunteerism</td>
</tr>
<tr>
<td>Community nutrition initiatives, health promotion, physical activity, volunteerism</td>
<td>Community nutrition initiatives, health promotion, physical activity, volunteerism</td>
<td></td>
</tr>
<tr>
<td>Skills- Volunteer training****:</td>
<td>Equation calculations Use of scales and other equipment Licensure requirements for Registered Dietitians in the state of Georgia Scope of practice for Registered Dietitians General conduct procedures for working with the public</td>
<td>Equation calculations Use of scales and other equipment Licensure requirements for Registered Dietitians in the state of Georgia Scope of practice for Registered Dietitians General conduct procedures for working with the public</td>
</tr>
<tr>
<td>Support of Partner Organizations: John Steward, IPH Faculty Member, ASA Steering Committee Member</td>
<td>John Steward, IPH Faculty Member, ASA Steering Committee Member</td>
<td>John Steward, IPH Faculty Member, ASA Steering Committee Member</td>
</tr>
<tr>
<td></td>
<td>• Equipment: Clip boards, office supplies, Atlanta Streets Alive organizers</td>
<td>• Equipment: Clip boards, office supplies, Atlanta Streets Alive organizers</td>
</tr>
<tr>
<td></td>
<td>• Equipment-Table, Chairs, t-shirts for volunteers Nutrition Department</td>
<td>• Equipment-Table, Chairs, t-shirts for volunteers Nutrition Department</td>
</tr>
<tr>
<td></td>
<td>• Teds- Scales, signage, equation sheets Debbie Rupp, Associate Director of the Recreation Department</td>
<td>• Teds- Scales, signage, equation sheets Debbie Rupp, Associate Director of the Recreation Department</td>
</tr>
<tr>
<td>Discount Nutrition, Windy Hill Road, Marietta</td>
<td>Discount Nutrition, Windy Hill Road, Marietta</td>
<td>Discount Nutrition, Windy Hill Road, Marietta</td>
</tr>
<tr>
<td>Other ASA Activity Partners</td>
<td>Other ASA Activity Partners</td>
<td>Other ASA Activity Partners</td>
</tr>
<tr>
<td></td>
<td>• See: Sponsors, Partners and Activity Partners from the May and October, 2010 Events located</td>
<td>• See: Sponsors, Partners and Activity Partners from the May and October, 2010 Events located</td>
</tr>
</tbody>
</table>

*Funds: N/A > $33.00 spent for volunteer water and snacks> $5.00 per volunteer to patronize local vendors/ publicize activity

***Volunteers: 12 total volunteers where planned for the activity > 1 extra volunteer participated in the activity > 8 volunteers where needed to conduct the activity

Time:*** 20 minutes was used > 20 minutes needed to conduct the activity

4 hours planned to produce training materials> 4.5 hours was used> 2 hours will be needed to update these materials for later use

3 hours planned to produce signage> 1 hour was used> 0-1 hours will be needed to update these materials for later use

"Equation calculation sheet has errors> volunteers recognized errors> 30 minutes needed to correct sheet for later use

---

**STEPS to Atlanta Streets Alive Activity Partner Guide**
**Goal & Objective Evaluation Form**

<table>
<thead>
<tr>
<th>Activity Planning Phase</th>
<th>Activities offered at ASA</th>
<th>Activity Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives:</strong></td>
<td><strong>Activities:</strong></td>
<td><strong>Evaluation:</strong></td>
</tr>
<tr>
<td>- To increase public participation during the October 17th activity by 50% from the May 23rd Atlanta Streets Alive activity event.</td>
<td>- Participants will be able to receive individual body composition assessments, have their Estimated Energy Requirement (EER) calculated, and find out the estimated number of calories they burned while participating in Atlanta Streets Alive.</td>
<td>- <em>22 assessments completed during the October 17th activity</em></td>
</tr>
<tr>
<td>- On May 23rd-7 assessments were completed</td>
<td>- Networking was confined to activity partners in the closest proximity to the NSN activity</td>
<td><strong>Networking with other activity partners was largely unsuccessful.</strong></td>
</tr>
<tr>
<td>- Network with other Atlanta Streets Alive activity partners to learn what they are doing to inform, educate and empower the public about health issues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Evaluation methods:**

OBJ#1
A single volunteer was designated to tally the number of people who received body composition assessments during the NSN sponsored activity.

*With 22 assessments completed the activity objective was met.*

OBJ#2
NSN members stayed close to their designated activity area.

**Strategize networking efforts for future activity events. Schedule volunteers to explore the event in time intervals, and report back to the group at the event and during evaluation.**
The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.

### STEPS to Atlanta Streets Alive Activity Partner Guide

The calendar below was used to identify the planned completion dates of activities pertaining to Atlanta Streets Alive, other scheduled Nutrition Student Network activities, and scheduling availability for the student group collectively. It is encouraged to be as detailed as possible in this section to ensure all tasks are able to be completed by the deadline, while minding the privacy of individual group members.

Target activity date for the second Atlanta Streets Alive: Sunday, October 17th, 2010.
## Evaluation of Key Action Dates

<table>
<thead>
<tr>
<th>Planning of Schedule</th>
<th>Activities Schedule</th>
<th>Evaluation of Schedule</th>
</tr>
</thead>
</table>
| *October 11th-15<sup>th</sup>*  
Conduct volunteer training sessions | Volunteer training occurred on the day of event | Volunteer training should have occurred in conjunction with a trial activity run prior to the event. This could have prevented some of the activities oversights. |
| **November 15th—19th, event evaluation**  
Scheduled about 1 month after the activity | Occurred on 02/07/2011 | Evaluation should have taken place closer to the event |
### STEPS to ATLANTA STREETS ALIVE: LOGIC MODELS

<table>
<thead>
<tr>
<th>Objective: Student Network (NSN) Goal</th>
<th>INPUT</th>
<th>ACTIVITY</th>
<th>SHORT TERM OUTCOMES</th>
<th>LONG TERM OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide the public with an activity and health education at Atlanta Streets Alive events</td>
<td>May 23rd, 2010</td>
<td>May 23rd, 2010</td>
<td>2011 ASA Events</td>
<td>2012 (+) ASA Events</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
<td>No future outcomes projected at this time</td>
<td>No future outcomes projected at this time</td>
</tr>
<tr>
<td>+ Funds (monetary) N/A</td>
<td></td>
<td>BMI Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Volunteers (manpower) 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Time = 6 hours/per volunteer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Skills (volunteer training) 90 min per volunteer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Support of Partner Organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Equipment (calculators + BMI assessment forms)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMART Objective N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SMART Objective N/A

The above model illustrates logical method of strategizing how to achieve activity goals.

---

<table>
<thead>
<tr>
<th>Objective: Student Network (NSN) Goal</th>
<th>INPUT</th>
<th>ACTIVITY</th>
<th>SHORT TERM OUTCOMES</th>
<th>LONG TERM OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide the public with an activity and health education at Atlanta Streets Alive events</td>
<td>October 27th, 2010</td>
<td>October 27th, 2010</td>
<td>2011 ASA Events</td>
<td>2012 (+) ASA Events</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td>Body Composition Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Funds (monetary) 540.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ 18 Volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Time = 6 hours/per volunteer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Skills (volunteer training) 20 min per volunteer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Support of 4 Partner Organizations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Equipment (bioelectrical impedance scale)</td>
<td></td>
<td>BMI Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Calculators (w/ checklist)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Body Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMART Objective: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMART Objective: N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above model illustrates logical method of strategizing how to achieve activity goals.

*This model illustrates how FNV will consistently deliver dynamic activities during ASA events.*

**This identifies an objective that is currently not being meet despite the activities success.**

***Future action must be taken during 2011 ASA events to ensure that the desired professional relationships will be built.***
Referenced Materials

   Atlanta Streets Alive
   http://www.atlantastreetsalive.com/about/the-ciclovia-movement/

2. Open Streets Attract 5,000+ for Second Time this year
   Atlanta Streets Alive
   http://www.atlantastreetsalive.com/2010/10/open-streets-attract-5000-for-second-time-this-year/

3. Organizers
   Atlanta Streets Alive
   http://www.atlantastreetsalive.com/about/organizers/

4. Evaluation Briefs.
   Centers for Disease Control and Prevention

5. Objectives
   Atlanta Streets Alive
   http://www.atlantastreetsalive.com/about/objectives/

6. Evaluating Health Promotion Programs.
   The Health Communication Unit, Center for Health Promotion, University of Toronto.
   http://www.thcu.ca/resource_db/pubs/107465116.pdf

7. Activity Partner and Volunteer Applications
   Atlanta Streets Alive
   http://www.atlantastreetsalive.com/get-involved/activity/

8. Route-Activities
   Atlanta Streets Alive
   http://www.atlantastreetsalive.com/route-activities/

9. Mission Statement Nutrition Student Network
   Georgia State University
   College of Health and Human Sciences
   http://chhs.gsu.edu/nutrition/student_organizations.asp