

**Transportation Instructions:
Family Surveys & Consent Forms collected at schools outside of London**

The following are instructions for STP Facilitators on how to transport completed Family Surveys and Consent Forms to protect personal information and abide by Ethics protocol.

Schools within London have the assistance of the HEALab in distributing and collecting Family Surveys & Consent Forms; however, due to travel distance and lack of mileage reimbursement for HEALab students, STP Facilitators/Committees and schools outside of London are responsible for collecting and transporting Family Surveys & Consent Forms in an ethical manner. Ethics regarding the transfer of personal information differs between Health Units; therefore, if in doubt, ask your Health Unit ASRTS representative. Otherwise, use the following process:

Family Survey & Consent Form Pick Up From HEAL & Distribution:

1. Contact HEAL (playeverday@uwo.ca) to coordinate the initial pick up of surveys from HEAL for taking to the school for distribution.
2. If conducting your own survey distribution in the school, a [Presentation Script](#) is available under on our Quick Start Manual webpage.

Family Survey & Consent Form Collection:

1. Envelopes are provided to teachers during classroom presentations and distribution of family surveys. Provide instructions to each teacher to collect completed surveys and consent forms in these envelopes and to store in a locked location until the deadline.
2. Instruct teachers to seal the envelope and send to the Principal (or other STP administrative lead at the school) in the office on the deadline.

Transportation of Completed Family Surveys & Consent Forms:

1. Compile sealed envelopes from each classroom.
2. Place envelopes inside a single transportation package (larger envelope, box, etc.)
 - a. London District Catholic School Board package size limit = 12”L x 12”W x 10”H
3. Send package through school board interoffice mail to the following contacts & notes for inclusion:

London District Catholic School Board

C/O Graham Gress
Recreation Supervisor
519-663-2088 ext. 42112
Cell - 519-851-3272
ggress@office.ldcsb.ca

*“The following envelopes contain confidential information for pickup by the HEALab for the Active & Safe Routes to School School Travel Planning program at **(school name)**. Please inform the HEALab (playeverday@uwo.ca) that they are ready for pick up.”*

Thames Valley District School Board

C/O Erin Mutch
Learning Coordinator
Environmental Education and Management
Learning Support Services
(519) 452-2000 * 20472
e.mutch@tvdsb.on.ca

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