

8 FEEDBACK SUBMISSION INSTRUCTIONS



Thank you for helping gather community input for the City of New Rochelle's Local Safety Action Plan (LSAP).

To make sure feedback can be reviewed, mapped, and included in the plan, please follow the steps below carefully.

This process is designed to be simple. You do not need to interpret or summarize what people say, just help collect it clearly and submit it as instructed.

1

Step 1: Collect Materials

Please collect **all materials** used during your session, including:

- Sign-In Sheet (one per session)
- Completed Comment Cards
- Paper Survey Responses (if used)
- Map Board (with stickers or written notes)
- Any additional written notes shared by participants

Do not discard partial or incomplete responses, **all feedback matters**.

2

Step 2: Take Photos

Use a **phone** or **camera** to take clear photos of all materials.

Tips for good photos:

- Lay papers flat
- Avoid **shadows** and **glare**
- Take **multiple photos** if needed

For map boards:

- Take **one wide photo** of the full map
- Take **close-up photos** so **stickers** and **notes** can be read

3

Step 3: Submit Feedback

Scan the **QR code** below to upload:

- Fill out the form required fields
- Upload photos of all materials
- Confirm upload was successful

What NOT to Do:

- Rewrite or summarize participant comments
- Combine multiple sessions into one submission
- Add your own opinions or interpretations
- Discard comments you disagree with

SCAN HERE TO UPLOAD



(English)



(Spanish)