

Car Pool Coordinator Instructions

2016-10-09

1. Obtain emails of anyone interested in joining - especially new cadet and plebe parents. These can be obtained at parent events (hail and farewell or ice cream social) as well as by emailing coordinator directly - email is on the website.
2. Instruct the Club Email Coordinator to add these emails to the WPPC-MA Gmail Contact List "Carpool" group.
3. When needed for Step 4, ask the Club Email Coordinator to export the Carpool List group into Excel. From the Excel list, delete all columns except Cadet/Family names, Graduation Year, Email Address and Hometown.
4. Before any time that many cadets will be traveling to or from West Point, and WPPC-MA is NOT offering a bus, draft an email (with the Excel attachment) to the Car Pool list with instructions to reply all to this email when requesting or offering rides or carpools. Instruct them that, once a "hit" is made, only email directly with that individual to avoid many emails to others. Also, respectfully request that this list be reserved for when WPPC-MA is NOT offering a bus. Send the draft email to the Club Email Coordinator with instruction to send to all members of the Carpool List.
 - a. Note - this is one of the few club emails that does NOT use the BCC address block. We do this so folks can use the reply-all feature to contact other car pool list members.
5. When sending email in step 4, you will get occasional requests to delete names, or make changes to contact information. Make sure that any required adds/deletes/changes are forward to the club's Email Coordinator.

One the next page is a sample email you can use as a starting point.

Sample Car Pool Instruction/List Email

Hello West Point Families!

I hope this email finds all of you well.

This Car Pool List email is only be sent to those parents who have expressed a desire to be included. If you know of other members that wish to join this list, have them contact (put name of car pool coordinator) at (add the car pool coordinator's email address) or (add similar contact info for the Club's email coordinator) to be added to the list. As we add new members, the opportunities to arrange convenient transportation will increase.

The car pool list continues to include those families from other states that are not part of the MA club, but have joined the carpool list, as anyone heading to New England can save time for families that can't make the trek all the way to NY.

We respectfully request that this list only be used when the Parents Club is NOT running a bus.

As before, this email list is for parents interested carpooling, requesting a ride for your cadet, or to offer rides if you have extra space (or if your upperclassman with a car has space and is willing to take extras). To use, you can simply hit "reply all" to this email and state which of the above applies to you. You may find the attachment helpful as it gives you additional information as to where people live, cadet names, etc. Once you have a "match" regarding rides, please do not "reply all" in corresponding with the other parent as we don't want to overwhelm others on the list with more email than necessary. When using the list, please remove the WPPC-MA email address from the address block, so that our club inbox doesn't get cluttered with carpool emails. Please contact us at the email addresses provided above if you wish to be deleted from the list.