

## Car Pool Coordinator Instructions 2018-02-10

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. 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 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.

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.

4. When sending email in step 3, 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.

On the next page is a sample email you can use as a starting point when periodically announcing the car pool list

## Sample car pool announcement

Hello WPPC-MA families and friends!

I hope this email finds all of you well. This Car Pool List email is periodically sent to those parents who have expressed a desire to be included. If you know of other members that wish to join this list, please send a request to [wppcma@gmail.com](mailto:wppcma@gmail.com) 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 may not be 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 this list, **SAVE THIS EMAIL**. When needed, you can simply hit "reply all" to this email and state which of the above applies to you.

Other than your initial request to obtain or offer a ride, please avoid using "reply all" in subsequent correspondence with parents, as we don't want to overwhelm others on the list with more email than necessary.

Please contact us at [wppcma@gmail.com](mailto:wppcma@gmail.com) if you wish to be deleted from the list.

Thank You, and Go Army!