

## **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 summer social) as well as when parents email the coordinator directly. The coordinator email is on the website. You may want to consider adding everyone in a new class to the list, and sending an email to the class to see if anyone "wants out". The vast majority want to be on the list.

2. Instruct the Club Email Coordinator to add these emails to the WPPC-MA Gmail Contact List "Carpool" group.

3. Two to three times a year, send an email to the Car Pool list with instructions to reply all to this email when requesting or offering rides or carpools. Instruct parents that once a "hit" is made, they should 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 members. You are receiving this email because you are on our car pool list distribution. Periodically, we send this email to our car pool list to familiarize members on how the process works, and to provide a current list of car pool contacts.

### **Instructions:**

Save this WPPC-MA car-pool email. When you are ready to seek or offer a ride, hit "Reply-All" to this email. Describe the ride you seek, or the ride you wish to offer. Once other members respond, do not use "Reply-All" for subsequent emails. Communicate only with your potential car pool member.

Please do not use the car-pool list on a weekend that the club is running a bus service.

If you wish to be removed from the car pool list, or wish to be added to the list, contact the WPPC-MA at [wppcma@gmail.com](mailto:wppcma@gmail.com). Please do not use the car-pool email list for any purpose other than requesting / offering rides to West Point, and do not share the list outside our club.

The car pooling process is a member driven process. While you may reply to this email with questions on the process, please keep in mind that the Club does not arrange car pool rides. We've found that the process is much more efficient when users arrange rides themselves.

Thanks! We hope the car pool list eases your West Point transportation needs.

Sincerely,

Your WPPC of MA