**Invitation email to potential Network Managers *(should come from school/district leadership)***

Dear (Name),

**Together we can get students to and from school safely and efficiently.**

(School/district name) is launching an online carpooling tool called SchoolPool, part of the [Get There](https://getthereoregon.org/about/) platform hosted by the Oregon Department of Transportation, that matches parents and caregivers who are driving alone to school with other drivers from the same school to share rides.

**We need your help implementing SchoolPool at (School/District Name)**

We are currently recruiting SchoolPool Network Managers to assist in promotion and vital technical maintenance of your school’s database. This work would include:

* Uploading parent/caregiver information into school network (through excel upload)
* Edit households as needed
* Send emails to households
* Assist households in joining (or leaving) a network if they are having trouble

To become a SchoolPool Network Manager, confirm with your school principal, then email [info@getthereoregon.com](mailto:info@getthereoregon.com) to set up your school’s network.

There are lots of resources available to you as a Network Manager; visit [www.oregonsaferoutes.org/schoolpool](http://www.oregonsaferoutes.org/schoolpool) to learn more.