**UM Commuter Challenge Email Templates: Week 1 (February 22nd-March 5th)**

ASUM Transportation has prepared some sample email messages that we hope might be useful to you as you spread the word about the Campus Commuter Challenge in your workplace. Feel free to use and/or edit the materials to suit your purposes, style, weather etc. (**please note the** red bolds **and edit as appropriate**):

**Day 1 - Monday, February 22nd**

The UM Campus Commuter Challenge starts TODAY through March 5th and **department name** has their eyes on the prize!

**Now, I know what you are thinking,** “What’s the UM Campus Commuter Challenge and why are we doing it?” Well, good thing I’m a mind reader. The Commuter Challenge is a head-to-head competition where we compete against other departments on campus to see who can commute sustainably the most from February 22nd-March 5th! It’s an opportunity to discover all our travel options, plus, there are some pretty cool prizes!

**And, guess what!?** If we are the ONLY team to have **everyone** commit to traveling by any mode other than driving alone **ONE** time, **ONE** trip during February 22nd-March 5th then we **WIN**.  Bus, walk, bike, carpool, telecommute. Each of us, one time, one trip. That’s it.

 **So as you consider your schedule this week,** think about how you can get to work in a way other than driving alone. Telecommute or work remotely, wake up a bit earlier and walk, check out the free Mountain Line or UDASH bus or try biking in the snow! Carpooling with a coworker is another great option, but make sure if you’re carpooling with someone outside your household that you’re all wearing masks.

**Achieve greatness.** If you can swing commuting sustainably every single day of the 2 week challenge, you will be rewarded with $5 of U-money. Up for the challenge? You can do it! AND if you log your trips on the day you take them, you’ll be entered to win a daily raffle prize!

Let me know if you have any questions!

Signed, **XXXXXX**

Your Commuter Challenge Captain

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**Day 3 - Wednesday, February 24th**

Team Department Name,

Happy UM Campus Commuter Challenge DAY 3! Was today a day you chose to get to work in a sustainable way? If so, give yourself a pat on the back and most importantly…[log that trip](https://waytogo.missoulainmotion.com/#/)!  Then check out the [Challenge Leaderboard](https://waytogo.missoulainmotion.com/#/challenges/5fff371377eb926cc59b33a3) to see where our team stands in the competition so far.

If you haven’t had a chance to spend some time exploring all of the useful features on [Way to Go! Missoula](https://waytogo.missoulainmotion.com/#/dashboard), it’s worth your time. Highlights include:

* **carpool matching platform**
* **one-click, mobile friendly trip logging** for multiple trips at a time
* an interactive **trip planning** interface where you can compare all of your transportation options
* bike routes based on **level of comfort**
* ...and so much more!

**Confused on how to log trips?** Watch this 1 minute [How to Video](https://vimeo.com/336225162) to help you through each step.

And team, we're looking for at least ONE trip, ONE time from everybody on Team **Department Name**. Help us bring home that win!

Signed, **XXXXXX**,

Your Commuter Captain

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**Day 5- Friday, February 26th**

Hooray, we’ve made it through week one of the UM Commuter Challenge! Good work everyone, especially ***Bob, Jim, & Mary***(please change names to reflect people in your organization)who are well on their way to perfect participation and winning $5 in U-money.

Struggling to see how you’re going to get your ONE sustainable commute in. Here are some creative ideas for those who are having a hard time fitting it in:

* Live outside Missoula and have yet to find someone to carpool with? Try bringing your bike one day, parking on the edge of town and then biking from there to the office
* Is your workplace close to a bus stop but your house is outside of the bus’s service area? Consider parking your car by a stop on your route that’s on your way into town and ride the bus the rest of the way. See the [Mountain Line Bus/UDASH map & schedule](http://www.mountainline.com/maps-schedules/pdf-map-and-schedules/) here! If you’re feeling nervous about taking the bus, check out [UDASH](https://www.umt.edu/transportation/coronavirus.php) and [Mountain Line’s](https://mountainline.com/covid-19#safety) commitments to safety during COVID.

Happy weekend, see you on bike, foot, bus, or Zooming in on Monday!

Signed, **XXXXXX**

Your Commute Captain

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