



Check off each task that you complete to earn “smart points” for your organization and increase your chance of winning the “Smartest” Organization award. You can earn up to 30 points. If you have any questions about any of the tasks or would like to request a presentation, please contact Lily Lowder at llowder@aacog.com.

AWARENESS: Tell employees about the Walk & Roll Challenge.

- Appoint and send a “Challenge Officer” to the Officer’s Rally in April**
- Arrange for AACOG staff to exhibit at a table on your premises and pre-register employees for NuRide before the challenge**
- Hang AACOG’s Walk & Roll Challenge poster in at least one common area**
- Distribute AACOG’s Walk & Roll Challenge flyers to employees**
- Use internal communication channels to inform employees about the Challenge**
 - Email**
 - Social media**
 - Update on website or Intranet**
 - Other: _____**

EDUCATION: Show employees the ropes.

- Arrange for AACOG staff to make a presentation about the Challenge and how to record trips on NuRide during a staff meeting**
- Schedule a lunch-and-learn with a representative from the Alamo Area Council of Government’s Commute Solutions team to speak about commute options in your area**
- Display helpful transportation and route information in common areas**
 - Bus routes**
 - Walking or biking routes**
 - Places to eat nearby**
- Promote NuRide as a carpool matching and rewards service**
- Promote AACOG’s CARE Program, which provides an emergency ride home from work for eligible commuters**
- Provide employees with instructions on how to use NuRide and a list of FAQs**

PARTICIPATION: Encourage your employees to record their green trips on NuRide!

- Achieve a registration percentage on NuRide totaling at least one quarter of your employees**
- Allow employees time off to attend the Walk & Roll Rally at Main Plaza on May 12th at 8 AM**
- Allow employees to record their “smart” trips on NuRide during working hours**
- For the month of May, turn two or more of your best parking spaces into priority parking for carpoolers/vanpoolers**
- Allow 5% or more of employees to work from home (at least 4 days during May) or to work a compressed week schedule (10 hours per day, 4 days per week)**
- Offer flexible scheduling for 5% of employees, reducing peak time commutes**
- Reimburse employees for a monthly bus pass or provide the EZ Pass through VIA**
- Provide VIA bus passes for purchase on-site through the VIA Works program**
- Encourage employees to participate in National Bike to Work Day (May 19)**
- Designate an employee to attend the Alamo Area Metropolitan Planning Organization’s Bike Night meeting(May 20)**
- Use internal communication channels to highlight outstanding NuRide participants and inspire others at least twice during May**

EVALUATION: Thank your employees for their participation and evaluate how you’ll maintain your green commutes.

- Reach out to an AACOG staff member to find out other ways that you can continually incentivize sustainable commutes**
- Provide something special (pastries, fruit, awards) for those who bike to work on National Bike to Work Day (May 19)**

Please check boxes in front of completed activities and return to Lily Lowder (llowder@aacog.com) by **June 1, 2017**