



FUEL YOUR POOL for the HOLIDAY Downtown TMA 2-person Carpool Program

Carpooling can significantly decrease your commute costs. Among other benefits, adding a carpool partner can decrease wear on your vehicle, eliminate some of the stress of your daily commute and provide pleasant companionship during your trip to and from work. Make your daily commute easier by joining a carpool of two!

The Downtown TMA is rewarding 2-person carpools. Logging your carpool commute every day – or almost every day, gives you two opportunities to receive FREE gas cards. Your carpool can earn a \$30 gas card for logging your commute during two periods:

	Date of period	# of trips required	Gas card amount
Period 1	November 9 – November 30	24	\$30
Period 2	December 1 – December 31	24	\$30
Total			\$60

In addition to earning gas cards, logging your carpool trips during this period will qualify you and your carpool partner for random weekly prizes.

Carpools of three or more people: You are eligible for Carpool Rewards. You are **not** eligible for participation in the Holiday Fuel Your Pool program. By logging your daily carpool trips with Carpool Rewards you can earn \$40 or \$60 gas cards each month.

Commuter Rewards: To participate in the Holiday Fuel Your Pool program commuters must be registered with the Commuter Rewards online logging system. By logging your daily commute through Commute Rewards, you will be entered into a monthly drawing to win a \$25. For more information and the registration application visit atlantadowntown.com!



Application Instructions

Two person carpools: Complete the following application and submit to
Downtown TMA
50 Hurt Plaza, Suite 110
Atlanta, GA 30303
Fax: (404) 522-0700

Applications must be received by Tuesday, November 3, 2009

Holiday FUEL YOUR Pool Downtown TMA 2-person Carpool Program Application

Carpools of three or more people: You are not eligible for participation in this program. You are eligible for Carpool Rewards. By logging your daily carpool trips you can earn \$40 or \$60 gas cards each month. For more information and the registration application visit atlantadowntown.com!

Rules of Eligibility

1. Commuters must live in the State of Georgia and work in Downtown Atlanta.
2. Carpools must consist of two commuters traveling to work at the time of submitting an application.
3. Students commuting to school are not eligible.
4. Vanpools are not eligible.
5. Carpool members must commute to work on one or more weekdays (i.e., Monday through Friday) to qualify. Weekend work trips qualify as long as the commuters work on weekends as part of a regular shift that includes at least one weekday.

Step 1 – Submit Paper Application

1. Completed paper application with original signatures must be mailed, faxed or delivered to the Downtown TMA. Applications must be received by Tuesday, November 3, 2009.
2. Only one application is required per carpool.
3. Both carpool partners MUST provide a valid email addresses on the paper application. These email addresses MUST be the same email addresses used to register and log into Commuter Rewards.
4. Carpoolers are responsible for ensuring that the Downtown TMA receives the application.

Step 2 – Register in Commuter Rewards Online

1. **All commute trips must be recorded (logged) online. No paper logging will be accepted.**
2. In order to participate, all carpool members must register in the Commuter Rewards online reporting system.
3. Once we receive your paper application, we will verify that you are registered in the system.
 - Carpool members not already registered will receive an email with instructions and a specific Web address (URL link) at which to register.
 - Carpool members already registered in the Commuter Rewards online system do NOT need to register again.
4. You cannot begin earning gas cards until every member of the carpool is registered.
5. If carpool members do not receive the Web address (URL link) with instructions via email or another form of contact before Tuesday, November 3, 2009 the carpooler is responsible for contacting the Downtown TMA.

Step 3 – Earn Gas Cards

1. Upon acceptance into the Downtown TMA's 'Holiday Fuel Your Pool' program, both members of your carpool will receive a notification email assigning a distinct Carpool ID number to your carpool with instructions on how to start logging. This distinct Carpool ID number must be used by each carpooler when logging each carpool trip.

Failure to do so will result in commute trips not being counted towards a monthly gas card.

2. Upon receipt of the Carpool ID number, carpools are eligible to earn up to \$60 in gas cards within a 2 month (eight weeks) period. In order to earn gas cards, carpools must record a minimum of 30 carpool trips during a month. **A trip is defined as a one-way commute.** Therefore, your travel to work and back is equal to two commute trips. To be eligible to receive the monthly gas card incentive carpools must log the following minimum of trips in the periods specified:

- Period 1: 30 carpool trips between November 9 and November 30 earn a \$30 gas card.
- Period 2: 30 carpool trips between December 1 and December 31 earn a \$30 gas card.

3. Log your commutes weekly. Please understand that it will be your responsibility to remember to log. The Commuter Rewards online logging system will allow you to log the current day and the 6 previous days. You will not be able to log days that are over one week old.

4. If carpool members do not receive the Carpool ID number with instructions via email or another form of contact by Friday, November 6, 2009, the carpooler is responsible for contacting the Downtown TMA.

5. All carpool members will be notified the following month as to whether or not they earned a gas card for carpooling in the previous month. All gas cards will be mailed to participants. Please allow three weeks for processing and delivery of these rewards.

6. It is a condition of your participation in the 'Holiday Fuel Your Pool' program that all information supplied by you is correct, current and complete. The Downtown TMA has the right to refuse your participation in this

program and the right to withhold gas cards if the Downtown TMA believes any carpool members have failed to meet this obligation, the Downtown TMA reserves the right to contact you and your supervisor to verify the information provided.

7. If a dispute arises regarding any aspect of the 'Holiday Fuel Your Pool' program, including, but not limited to, interpretation of the program requirements, accuracy of the information provided by any member of the carpool, or eligibility of a commuter to participate, the Downtown TMA's executive director shall be the final decision maker regarding such a dispute. Any decision by the executive director will be final and binding.

Enrollment Guidelines

1. Carpoolers will not be allowed to change partners during the program and must maintain the given carpool ID for the duration of the program.
2. Additional enrollment after the application deadline will be determined based upon budget restrictions and current program participation. Up to 100 two-person carpools will be rewarded. If participation exceeds budgeted maximum participants, carpools will be rewarded based upon logging efforts beginning with carpools with the highest amount of trips logged during the period.
3. Late registrants will not qualify to receive gas cards for the first month. Carpoolers must complete the designated application and receive registration confirmation and carpool ID before the second period begins to participate in that period.

Note: There are penalties for receiving federal funds fraudulently! Participants MUST report all behavior truthfully using the online reporting system. Participants that knowingly provide misleading or incorrect information are committing fraud and knowingly abusing the use of federal grant dollars.

**Holiday FUEL YOUR Pool
Downtown TMA 2-person Carpool Program Application**

Return Application by **Tuesday, November 3, 2009** To:
The Downtown TMA: ATTN: Crystal Clark, 50 Hurt Plaza, Suite 110, Atlanta, GA 30303
Fax: (404) 658-1919

Each member of the carpool MUST provide all requested information. Incomplete applications will NOT be accepted.

COMMUTER No. 1	<p>Name: _____</p> <p>Home Address: _____ _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Home Phone : _____</p> <p>Email Address (MUST be the same email address used to log your commute): _____</p> <hr/> <p>Employer: _____</p> <p>Employer Mailing Address: _____ _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Work Phone: _____</p> <p><i>By signing below, I agree to abide by the Program Requirements for this program and certify that the information I have provided is accurate.</i></p> <p>Signature: _____ Date: _____</p>
COMMUTER No. 2	<p>Name: _____</p> <p>Home Address: _____ _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Home Phone : _____</p> <p>Email Address (MUST be the same email address used to log your commute): _____</p> <hr/> <p>Employer: _____</p> <p>Employer Mailing Address: _____ _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Work Phone: _____</p> <p><i>By signing below, I agree to abide by the Program Requirements for this program and certify that the information I have provided is accurate.</i></p> <p>Signature: _____ Date: _____</p>