Thank you!

We’re so glad you’re joining our Fill the Bus collection event as a team captain! Now in its sixth year, the annual Fill the Bus giving event is designed to help instill in new students – and reinforce with all in the MSU community – the notion that Spartans give.

Through this campus-wide collection of school supplies, MSU provides much-needed goods to greater-Lansing schools and nonprofit partners. This event has become one that our recipient partners embrace and eagerly anticipate each year.
Team Captain Guide

Program Timeline

August 6-29:
Team registration open at servicelearning.msu.edu

August 24:
Team captains sign up for donation delivery appointment via email link

August 30:
Collection begins in all MSU residence halls

August 30:
Collection begins throughout campus, led by team captains

September 4:
Morning: Team captains deliver donated items to MSU Auditorium during their selected appointment window. Items are sorted and packaged for delivery.

Afternoon: Buses are loaded and all donations are delivered to greater-Lansing partners, schools, and recipient agencies.

Team Captain Responsibilities

By signing up to serve as a team captain for Fill the Bus, you’ve agreed to the following responsibilities:

- Setting up a collection box at your office/house/other designated team location.
- Motivating your colleagues, friends, or other team members to give generously according to the list of needed items on page 3.
- Checking your registered email address regularly for program updates.
- Signing up for a drop-off appointment for the morning of September 4.
- Delivering your collected donations to the MSU Auditorium within your chosen appointment window on September 4.
**Donation Guidelines**

While the thoughtfulness and generosity behind all donations is definitely appreciated, our recipient partners have identified the following as the biggest needs:

- Crayons, pens, pencils
- Dry-erase markers & erasers
- Notebooks & loose-leaf paper
- Pencil sharpeners
- Glue sticks
- Folders
- Rulers, protractors, compasses
- Kleenex & hand sanitizer
- Backpacks
- Colored construction paper

On the other hand, these items cannot be accepted for donation:

- Open, unsealed, perishable, or homemade food
- Used office supplies
- Damaged items
- Any item with visible wear & tear
- Items with logos/slogans inappropriate for the K12 student audience (alcohol, etc.)

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**Sorting & Distribution Celebration Info**

**Friday, September 4 | MSU Auditorium**

This year, you’re invited to join us as we sort through thousands of pounds of donated school supplies, package them, load the buses, and make our deliveries throughout the region! As this event has grown over the years, one of the biggest ways you can assist is by delivering your items to our sorting celebration on September 4. Here are the details:

- On August 24, you’ll receive an email with a link to sign up for a delivery appointment. Please choose a 10-minute window between 8:00 am and 10:30 am to deliver your items to the MSU Auditorium (see diagram below).

- By sticking to your appointment, you help ensure a smooth traffic pattern and avoid backups on Farm Lane during the morning rush!

- You’ll be greeted by volunteers who will help you unload your vehicle, weigh your items, and check in your donation.

- Please remain to the LEFT of the drive, as CATA buses will be using the right portion of the drive for their usual route.

- Should we face inclement weather, items will be sorted in the entry foyer of the Auditorium rather than on the plaza.
Our Sponsors

This year, we’re fortunate to have the support of numerous area sponsors who have donated supplies, services, and finances support for our event:

- Fill the Bus - 2015
- Center for Service-Learning and Civic Engagement
- Michigan State University
  - Associate Provost for Undergraduate Education
- CATA
- Dean Transportation
Downloads, Graphics, & Flyers

To help you as you lead your team, we’ve put together a collection of printable flyers, graphics, 1/4-sheet info cards, and a colorful poster to put on your collection bin. You may download these at: http://tinyurl.com/owepql3.
Next Steps:

1. Get your team motivated! Here’s a sample email you might consider as a start:

   Welcome to the Fall 2015 semester! As we start a new school year, our [department/college/organization] has decided to participate as a Fill the Bus team! Through this campus-wide collection of school supplies, MSU provides much-needed goods to greater-Lansing schools and nonprofit partners. This event has become one that recipient partners embrace and eagerly anticipate each year.

   Our team, [your creative team name here], will be collecting school supplies in a marked container in [location] from August 30-September 4. You can’t miss it! Drop your donations in the box, and together, we’ll be able to make a difference in the lives of school children in need throughout the area.

   Can we count on you to join us? Remember, small contributions made by many can have a huge impact!

2. Collect donations during the week of August 30-September 4, and be sure to join the MSU Community and log your hours of service on our official volunteer matching system, www.GiveGab.com!

3. Contact us with any questions:

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