Fill the Bus!

Team Captain Guide

SPARTANS WILL SERVE

2018 Fall Welcome!

#FilltheBus!

servicelearning.msu.edu
Thank you!

We’re so glad you’re joining our Fill the Bus collection event as a team captain! 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.

About Us

In partnership with campus and community, the Center for Service-Learning and Civic Engagement advances community engaged learning at Michigan State University and prepares students for lifelong civic and social responsibility in an increasingly diverse and complex global society.

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Program Timeline

**August 6-27**
- Team registration open at servicelearning.msu.edu

**August 13**
- MSU Staff collection begins in select MSU residence halls

**August 20th**
- Team captains sign up for donation delivery appointment via email link
  *(to be sent by KC Keyton)*

**August 27th**
- Collection begins throughout the whole MSU campus.
  *(Including all residence halls)*

**September 5th**
- **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, or other designated team location.
- Motivating your colleagues, friends, or other team members to give generously according to the Donation Guidelines on page 4.
- Checking your registered email address regularly for program updates.
- Signing up for a drop-off appointment for the morning of August 20th.
- Delivering your collected donations to the MSU Auditorium within your chosen appointment window on September 4th.
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

These items **CAN NOT 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.)
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 5th**.

Here are the details:

- **On August 20th**, you’ll receive an email with a link to sign up for a delivery appointment. Please choose a 30-minute window between 12:00 pm and 2:30 pm to deliver your items to the MSU Auditorium (see diagram below).

- By sticking to your appointment, you help us 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.
Downloads

Graphics, flyers, and more
To help you as you lead your team to victory, we’ve put together a collection of printable flyers, graphics, quarter sheet info cards, and a colorful poster to put on your collection bin. You may download these at: http://serivcelearning.msu.edu
Next Steps

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

Welcome to the Fall 2018 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 27th - September 4th. 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. By the way, if we’re one of the top three teams with the most donations, we’ll win great prizes to share as a team, like free lunches, yoga classes, and more!

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

Collect donations during the week of August 27th - September 4th
Be sure to join the MSU Community and log your hours of service on our official volunteer matching system, GiveGab.com

Contact us with any questions:
Center for Service-Learning & Civic Engagement
556 East Circle Drive, Suite 345
Student Services Building
East Lansing, MI 48824

Telephone: (517) 353-4400
Fax: (517) 353-6663
e-mail: servlrn@msu.edu
web: servicelearning.msu.edu