

# Fill the Bus!

## Team Captain Guide



**2019 Fall Welcome!**



# Fill the Bus!

**August 19th - August 29th**



## 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 Community Engaged Learning 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.

### In this Guide

- Program Timeline
- Team Captain Responsibilities
- Donation Guidelines
- Sorting and Distribution Celebration Info
- Downloads
- Next Steps

## Program Timeline

### August 14-29

- Team registration open at [servicelearning.msu.edu](https://servicelearning.msu.edu)

### August 19

- Collection begins throughout the whole MSU campus.  
(Including all residence halls)

### August 29

- 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.
- Delivering your collected donations to the MSU Auditorium within your chosen appointment window on August 29th.

## 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.)



# Sorting and Distribution Celebration Info

## Thursday, August 29th | 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 August 29th.

Here are the details:

- Please choose a 30-minute window between 10:00 a.m. and 12:30 p.m. 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://serviclearning.msu.edu>

## Next Steps

### Get your team motivated!

Here's a sample email you might consider as a start:

Welcome to the Fall **2019** 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 19th - August 29th** 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!

### Collect donations **August 19th - August 29th**

### Contact us with any questions:

Center for Community Engaged Learning  
556 East Circle Drive, Suite 346  
Student Services Building  
East Lansing, MI 48824

Telephone: **(517) 353-4400**

email: [servlrn@msu.edu](mailto:servlrn@msu.edu)

web: [servicelearning.msu.edu](http://servicelearning.msu.edu)



## **MICHIGAN STATE** UNIVERSITY

Center for Community Engaged  
Learning

556 East Circle Drive, Suite 346  
Student Services Building  
East Lansing, MI 48824

Telephone: (517) 353-4400

[servlrn@msu.edu](mailto:servlrn@msu.edu)

[servicelearning.msu.edu](http://servicelearning.msu.edu)