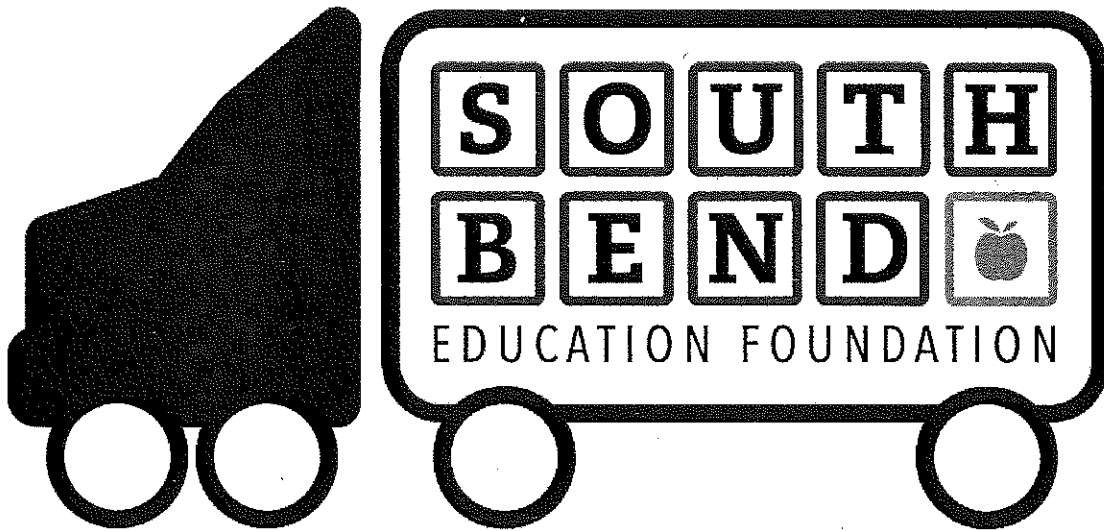


# Captain's Manual



9 . 20 . 2014

**TOWNE**  
**AIR FREIGHT**

*Service you can count on!*



**FOUR WINDS FIELD, SOUTH BEND**

**Our Town ~ Our Children ~ Our Future**



# Local Businesses and Schools Pulling Together!



With Appreciation & Thanks to the Following School Partners

## **SOUTH BEND SCHOOL**

## **BUSINESS PARTNER**

### **High Schools - Super Duty:**

Adams High School

Nancy W. Saunders (class of 1967) &  
Sandy Wilson (class of 1963)

Clay High School

Nephrology Physicians, LLC

Riley High School

Teacher's Credit Union

Washington High School

Towne Air Freight

Rise Up Academy High School

Cressy Foundation

South Bend New Tech High School

Martin's Supermarkets

### **Intermediate Centers - King Cab:**

Brown Intermediate Center

The Medical Foundation

Clay Intermediate Center

Indiana University South Bend, School of Education

Dickinson Fine Arts I.C.

General Sheet Metal

Edison Intermediate Center

State Farm Agents

Greene Intermediate Center

A. M. General

Jackson Intermediate Center

Gurley Leep Automotive Family

Jefferson Traditional I.C.

Crowe Horwath

LaSalle Academy I.C.

Kelly Cares Foundation

Marshall Intermediate Center

Wells Fargo

Mentor Program

Holladay Properties

Navarre Intermediate Center

Gibson

### **Primary Centers - Good Buddy:**

(SBCSC) After-School Program

The Bauer Family (Joe, Marzy, Deborah (Adams '97), & David (Adams '00)

Coquillard Primary Center

Century Custom Builders

Darden Primary Center

Forum Architects, LLC

Hamilton Traditional Prim. Cntr.

Big "C" Lumber

Harrison Primary Center

100 Black Men

Hay Primary Center

Communications Co. of South Bend

Kennedy Acad. Primary Center

Wruble and Associates, Inc.

Lincoln Primary Center

Better World Books

McKinley Primary Center

Brookshire Construction

Madison Primary Center

McDonald Physical Therapy

Marquette Primary Center

PNC

Monroe Primary Center

Laven Insurance

Muessel Primary Center

MasterCare Incorporated

Nuner Primary Center

Burton's Laundry and Dry Cleaning

Perley Fine Arts Primary Center

Mutual Bank

Swanson Primary Center

McCormick Spice

Tarkington Traditional Prim. Cntr.

Cressy & Everett

Warren Primary Center

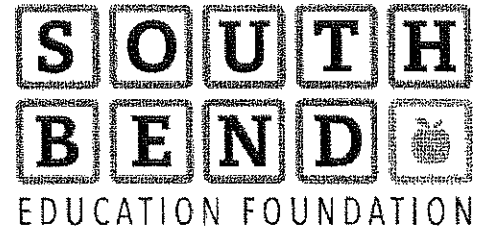
Sports Image Apparel & Indiana Trust

Wilson Primary Center

Anella & Anella Group of Wells Fargo Advisors

**Community Teams: Laidig Systems, Inc. & M.A.D.F.A.T.S.**

**Our In-Kind Partners: Apollo Printing, Foegley Landscape, Hacienda, Kohl's/HealthWorks!, Images Unlimited, Mathys Farms, McDonalds, Meijer, Prompt Ambulance, South Bend Silverhawks, W.V.P.E., and Zolman's Tire.**



Dear Team Captain,

On behalf of the South Bend Education Foundation Board of Directors and South Bend Community School Corporation students, **thank you** for accepting the challenge to participate in the sixth annual *Our Towne Truck Pull & Community Faire*. This handbook will provide key information for you to effectively and easily serve as the Team Captain or Co-Captain for your organization.

We are grateful and honored to partner with Towne Air Freight, and SBCSC to roll out the *Our Towne Truck Pull* to host this major fund raising event on September 20<sup>th</sup>, to benefit programs for our children. We are also pleased to partner with the South Bend Silverhawks at Four Winds Field this year.

*Our Towne Truck Pull* is a timed competition between teams of twenty individuals to pull a semi twelve feet for awards and bragging rights. Each of SBCSC's 34 schools have a partner that has paid their entrance fee. The partner/school team will build spirit as they raise funds to be divided between the Foundation's math and character education programs, and 60% will go to school projects. Team members who compete will receive a t-shirt following their pull.

Your leadership will ensure that this is a successful event while building community awareness and proving that, together, we can make a difference for the children of South Bend schools. Thank you and we look forward to seeing you and your team *Pulling Together for South Bend Schools* on September 20<sup>th</sup>!

Sincerely,

A handwritten signature in cursive script that reads "Seymour H. Barker".

Seymour H. Barker  
President

A handwritten signature in cursive script that reads "Susan L. Warner".

Susan L. Warner  
Executive Director

## Event Rules and Team Information

1. All participants must sign an electronic or printed waiver on file before pulling in the competition.
2. Teams must have twenty pullers. Co-ed teams must have at least eight women.
3. A Co-ed team may pull with less than eight women; however, you cannot win the division.
4. Each team will have two pulls. We will use the best time of your two pulls. In the event of a division tie, the team with the highest donation total wins.
5. No member substitutions may be made after the first pull.
6. Before the pull, rope must be held in one hand only and down to your side until officially told to pull. Starter will say, "1-2-3 PULL" and the clock begins.
7. After a twelve foot pull, the line judge will stop the clock and tell your team to stop pulling.
8. Your best pull time will be posted on the leader board.
9. Team members do not have to stay for the entire event. If your team wins you will be notified by the Education Foundation, however, we hope you will stay for the award ceremony. (aprox. 2:30 p.m.)
10. All participants who raise \$250 or more will have their name in a drawing for a gift card compliments of Zolman's, held after the truck pull. The winner will be notified.
11. No weight belts that attach to the rope are allowed.
12. Bring your kids, friends and family to watch and cheer your team on. They will have fun, too!
13. Opening ceremony is at 8:00 a.m. The first pull will be at about 8:15 a.m. The event ends following the last pull of the day (about 2:00 p.m.), with the award ceremony at 2:30 p.m.
14. Bring sunscreen and bottled water to help keep you cool or a rain poncho if it is wet!
15. This event will be held rain or shine and most activities are inside FourWinds Field.
16. Thanks for flexing your muscles and helping the South Bend Education Foundation support South Bend Community School Corporation's students.

### ~ Pulling Instructions ~

1. Place one hand on the rope and one hand in the air.
2. The starter will say, "Ready, Set and then blow the horn."
3. When the horn blows - PULL
4. When the horn blows again - STOP PULLING
5. Move to the second truck and repeat #1 - 4.
6. The best time of the two pulls will be counted.
7. Please exit the pull area and receive your t-shirt.

### ~ 2014 Team Spirit Award ~

Does your team have spirit? Jodie calls are songs that are usually delivered in an eight-count movement that the military will often sing when marching. The songs typically require a Caller, who sets the pace and leads the formation. Your team is encouraged to create a song to cheer on your team - Remember, this is a family event.

**Sample:** "We are EDFO, representin' today, we're here to pull this truck the best today....."

Bring signs, banners or team mascot, which may be included in team photos.

**Our thanks to Towne Air for providing the semi-trailer and staff for the truck pull.**

## Team Captain's Checklist & Event Overview

The CHALLENGE... Your team of twenty will be timed as you pull a tractor-trailer twelve feet for awards and bragging rights. EVERY School will receive **60%** of the funds raised this year! The balance will be used for the programing in Character Education and Math.

This is a great event to build camaraderie while offering a unique way to support South Bend children! The event offers a festive atmosphere so bring your friends and family to cheer you along as you display your teambuilding pulling skills! **The Fundamentals of Leading your Team:**

- Email** your team's logo in EPS format to: [edfoassistant@sbcsc.k12.in.us](mailto:edfoassistant@sbcsc.k12.in.us) (may be already done)
- JOIN** your Team online: <http://www.firstgiving.com/edfo/truckpull2014> or go to [www.edfo.org](http://www.edfo.org) **NEXT:** 1) Click Teams tab, 2) Click Team Name for alpha order and ease of finding your partner/school team to join or donate. Note: As you recruit members remember to take note of which division you wish to pull, as co-ed teams need 8 female pullers.
- RECRUIT/REGISTER** your team of twenty members and ask that they **register** on the site above to ensure they have accepted the waiver. (If they do not, you will need to email or fax your waivers or bring to pre-registration.) Each team member that competes will receive a t-shirt. **E-mail ([edfoassistant@sbcsc.k12.in.us](mailto:edfoassistant@sbcsc.k12.in.us)) a preferred Pull Time between 8-2.**  
Note: Team members do not have to work for the same organization to be on the same team. Record your division and remember co-ed teams require at least 8 female pullers.
- INVITE** co-workers/friends/family to donate to your online page to raise funds for your team. Contacts can securely give a **tax-deductible donation** using a credit card or mail a check to the Foundation. **Give each team member an event brochure.**
- WAIVERS must be signed by each team member online during registration OR sign an off-line printed waiver that is included in your packet.** The team captain must collect any printed off-line waivers and donations to turn in at pre-registration on **Monday, September 15<sup>th</sup> (from 7-5)** at the SBCSC Adm. Bldg., 5<sup>th</sup> floor, 215 S. St. Joseph Street (across from the Century Center parking lot). **Each team member that collects \$250 or more gets their name placed in a drawing for a \$500 gift card donated by Zolman Tire & Auto Care.**
- PRE-REGISTER** As the Captain you are encouraged to PRE-REGISTER on **Monday, September 15<sup>th</sup>** (same as above) to turn in all (checks/cash) funds and waivers. You will avoid the lines the morning of the event. **NOTE: It is suggested that all (cash/checks) funds and waivers be turned in no later than 5:00 p.m. Thursday, September 18<sup>th</sup>.**
- PULL!** Your Team should arrive one hour before your assigned time to pull. **Only the captain should go to the registration table.** Please ask your team to meet you in the staging area "H" on the Southeast side the Silverhawks Stadium (see event map). You will be assigned a Team Leader Host to guide you through the event. Your team can compete for the **2014 Team Spirit Award** by creating a team cheer before you pull...be creative!
- WIN!** The team that executes the fastest pull in each division will be awarded a plaque. The top overall fundraising team will be treated to a meal, compliments of **Hacienda**, on a mutually agreed upon date at the Erskine Plaza location.

**2014 Our Towne Truck Pull – Team Pre-Registration**  
 (Please bring a copy to pre-registration: Sept. 15<sup>th</sup> OR 18<sup>th</sup> And Truck Pull)



<b>Team Name:</b> _____	<b>School:</b> _____
<b>Team Capt./Co-Capt.:</b> _____	<b>Corporate Partner:</b> _____
<b>Street Address:</b> _____	<b>State/City/Zip:</b> _____
<b>Email Address:</b> _____	<b>Contact Phone:</b> _____
<b>Division:</b> __-Men's, __-Women's, __-Co-Ed (at least 8 females), __-Seniors (60+), __-High School (16-18 w/parent sig.)	

This sheet to be completed by the team captain/co-captain when pre-registering the team on September 15<sup>th</sup> or 18<sup>th</sup> for ease of registering the team. Participants registering online, the waiver is electronic OR Fax 283-8120

Participant Name	\$\$ Raised	Signed Manual Waiver	Signed Elec. Waiver	T-shirt size
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21 Alternate:				

**2014 Our Towne Truck Pull WAIVER  
RELEASE OF LEGAL CLAIMS**

I want to participate in the Our Towne Truck Pull. In return for being allowed to participate, I agree to the following:

**What I'm giving up.**

I release (or give up) any legal claim that I might have against any of the following for their negligent conduct:

- The City of South Bend.
- The South Bend Community School Corporation.
- The Public Education Foundation, Inc.
- Towne Air Freight.
- Swing Batters Swing, L. L. C.
- Any sponsor of the truck pull.
- My employer.
- Any of their officers, directors, employees, agents, or volunteers.

This release binds my legal representatives or anyone who tries to make a legal claim through me.

**What I will pay for.**

If anyone listed in the bullet points above is sued or has to pay someone else because of my conduct, I will reimburse their legal costs, fees, and payments.

**My health condition.**

I don't know of any health condition that I have that could get worse if I participate in the truck pull. I authorize staff and volunteers at the truck pull to get emergency medical treatment for me during the truck pull.

**Risks of participating.**

I know that pulling a tractor trailer is dangerous and that I could get hurt or seriously injured participating in the truck pull. But I accept all the risks involved in participating.

**Use of my likeness.**

I grant the City of South Bend, the South Bend Community School Corporation, Towne Air Freight, and The Public Education Foundation, Inc. permission to use my name, pictures of me, and things I say in any form to advertise themselves or to apply for funds related to their activities.

**I have read this release, I understand it, and I sign it freely.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Date

**If participant is not 18 years old:**

My child is at least 16 years old. I have read this release and agree that both I and my child are bound by it.

\_\_\_\_\_  
Print name of parent or legal guardian

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

## Recruiting & Fundraising Tips

### Who can be on your team?

**Co-Workers ~ Friends ~ Family ~ Clients ~ Your CEO ~ Customers ~ Vendors**

You do not have to work at the same company to be on a team although co-workers will make great teammates. You can also recruit friends, family, corporate clients, vendors and even your company's CEO! Does your company or organization have a mascot? If so, invite them to join your team too! After you have assembled your team, register online: [www.edfo.org](http://www.edfo.org) OR <http://www.firstgiving.com/edfo/truckpull2014>

### Sample Bulletin Board Message to Recruit Your Team Members:

Dear (Co-worker, Friend, Fellow Member of Community Group,)

I have signed up to captain a team of twenty to participate in the 2014 *Our Towne Truck Pull* to help the South Bend Education Foundation support South Bend's at risk students. The event is on Saturday, September 20<sup>th</sup> and I would like you to join me. I am recruiting anyone who wants to have fun, while also helping a great cause! This is an opportunity for our company to do something positive for South Bend schools' children. You can help by doing one or more of the following:

- Joining the (insert your team name here) team.
- Making a personal contribution to sponsor the team: [www.edfo.org](http://www.edfo.org) and follow the link
- To receive a t-shirt you **must** be a puller on our team and be registered.

Your dollars support innovative and highly-successful programs in the South Bend Community School Corporation. 60% of funds raised by South Bend school partnership teams will be returned to the school for school projects and the remaining 40 % will fund Character Education and Math programs. I encourage you to become involved, join this team. Call me at (phone number) or send me an email (email address) and tell me to place you on my roster. I have an event brochure to give that will cover all the details; including the chance to be entered for a drawing compliments of **Zolman's** for a gift card if you have raised \$250 or more. Please join with us for this fun special event and you'll make an important difference in the lives of others. I hope that you will help. Thanks!

### Tips to raise \$300 in one week:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Start by Sponsoring yourself for \$25.	Ask two family members to sponsor you for \$20 each.	Ask two friends to contribute \$20 each.	Ask five co-workers to sponsor you for \$10 each.	Ask three neighbors to contribute \$15 each.	Ask your employer for a company contribution of \$50.	Ask two businesses you frequent for \$25.

### Other fundraising ideas.....

Lunch or dinner with the Principal/CEO/President · Blue jean day donation · Ask local venues to host a "cover charge" for viewing a sporting event · garage sale at the business · involve PTO parents for ideas · remind fans during football games · two free hours of "tech time" · bake sale · clean out your car/purse day – spare change collection day · silent auctions · Pie-In-Face Contest (A BWBooks winner) lunch/dinner at local venue with % going to your team



MAIN ST.

MONROE ST.

LAFAYETTE BLVD.

WESTERN AVE.

WILLIAM ST.

SOUTH ST.

TAYLOR ST.

**LEGEND**

Ample Parking in areas: "A, B, E, G"

Truck Pull: "C"

Truck Pull Team Area: "H"

Children's Games Area: "I"

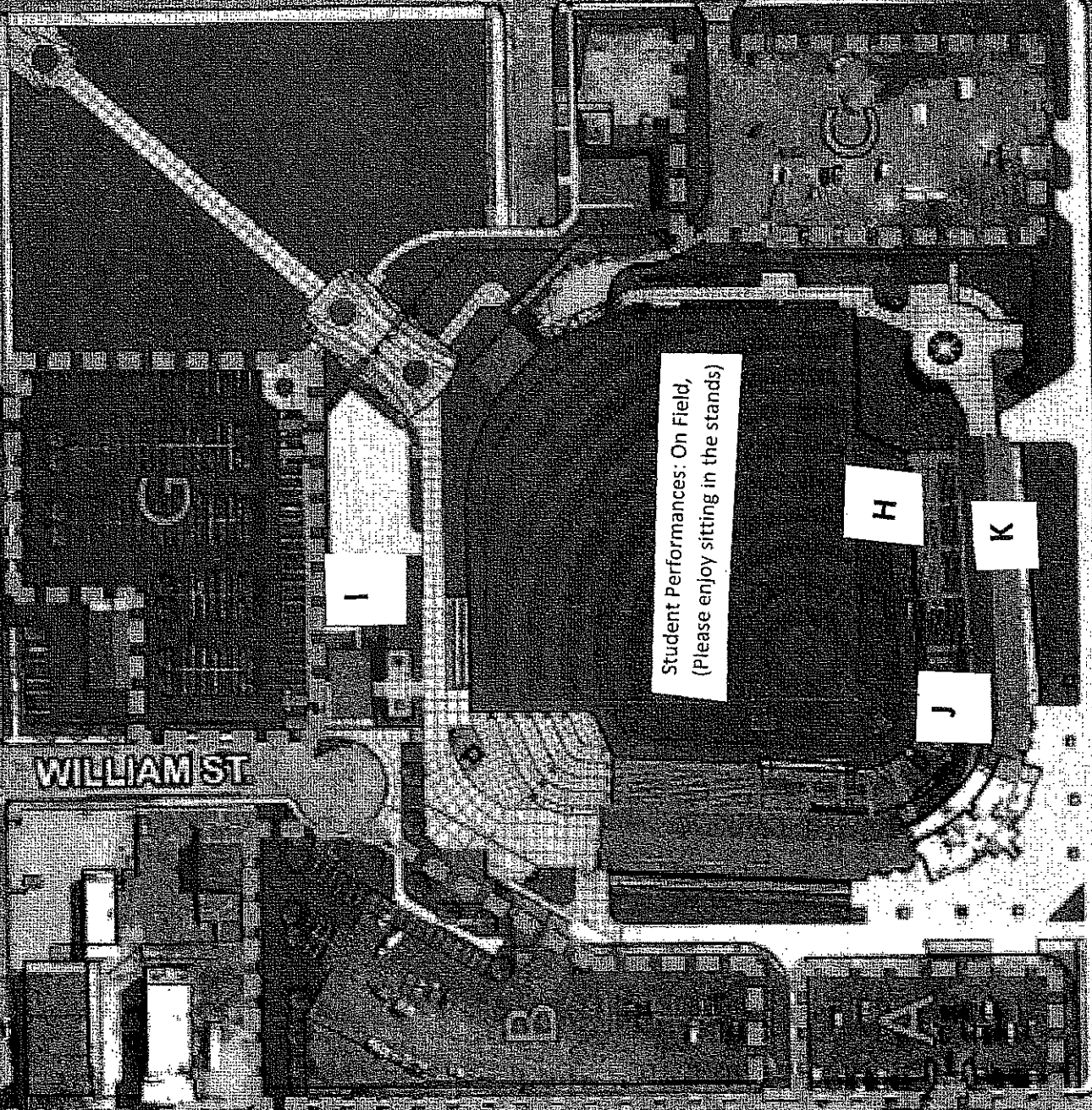
Free Book, Health Screens: "J"

Student Performances: On Field,  
(Please enjoy sitting in the stands)

Concessions Area: "K"

- N -

- S -



Student Performances: On Field,  
(Please enjoy sitting in the stands)

H

K

J

I

B

G