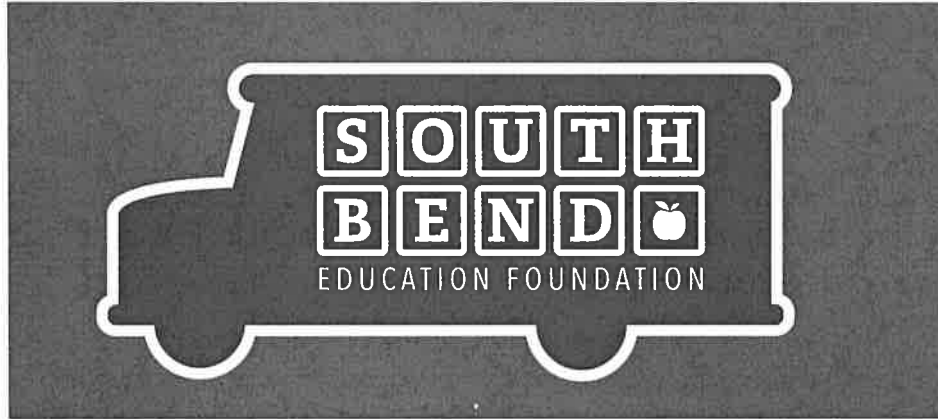


# Captain's Manual



## October 7, 2017



MENTORING  
MATTERS



**#TeamSouthBend**

# Local Businesses and Schools Pulling Together!



## Our Appreciation & Thanks to the Following School Partners

### SOUTH BEND SCHOOL

### BUSINESS PARTNER

#### High Schools:

Adams High School  
Clay High School

Riley High School  
Washington High School  
Rise Up Academy

Nancy W. Saunders, Class of '67 & Sandy Wilson, Class of '63  
Key Bank and  
Four Winds Casino & Resort  
Teachers Credit Union  
Martin's Super Markets  
SEMMA Health and  
Merrill Lynch, Bank of America Corp. Kahn & Assoc.

#### Intermediate Centers:

Brown Intermediate Center  
Clay Intermediate Center  
Dickinson Fine Arts Academy  
Edison Intermediate Center  
Greene Intermediate Center  
Jackson Intermediate Center  
Jefferson Traditional Intermediate  
LaSalle Intermediate Academy  
Marshall Intermediate Center  
Navarre Intermediate Center

Barnes & Thornburg  
Indiana University South Bend, School of Education  
General Stamping and Metalworks  
MasterCare, Incorporated  
Inovateus Solar  
Gates Automotive  
Crowe Horwath  
Bernardo's  
Wells Fargo  
Gibson

#### Primary Centers:

Coquillard Traditional School  
Darden Primary Center  
Hamilton Traditional School  
Harrison Primary Center  
Hay Primary Center  
Kennedy Primary Academy  
Lincoln Primary Center  
McKinley Primary Center  
Madison STEAM Academy  
Marquette Montessori Academy  
Monroe Primary Center  
Muessel Primary Center  
Nuner Primary Center  
Perley Primary Fine Arts Academy  
Swanson Primary Center  
Tarkington Traditional School  
Warren Primary Center  
Wilson Primary Center

Century Custom Builders  
North Point Pediatric Dentistry  
Lippert Components, Inc.  
100 Black Men  
Communication Company of South Bend  
Wruble Law Group  
Big "C" Lumber  
Brookshire Construction  
McDonald Physical Therapy & Sports Rehab Center  
Family Footcare Clinic  
Laven Insurance  
State Farm Agents of South Bend  
Activate Healthcare  
University of Notre Dame TRiO Programs  
McCormick Spice  
Cressy & Everett  
Indiana Trust  
Anella & Anella Group of Wells Fargo Advisors

**Community Teams: Mentor Program/Partner Holladay Properties, Laidig Systems, Inc., MADFATS, Michiana Crime Stoppers, SBCSC Food Service/Custodian Pullers, and University of Notre Dame**

**Friends of the Foundation: Anthem Blue Cross Blue Shield and MutualBank**

**Our In-Kind Partners: Apollo Printing, Better World Books, Hacienda, Images Unlimited, Meijer - Portage Rd., South Bend Cubs, Sports Image Apparel, Stantz Food Service, Tri-County Ambulance Services, Inc., W.V.P.E., & Zolman's Tire**

**Thank You to ALL of our partners for their support of SBCSC and #TeamSouthBend!**

## Event Rules and Team Information

1. All participants must have an electronic or printed signed 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 team 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. The team's 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. (Approx. 2:30 p.m.)
10. No weight belts that attach to the rope are allowed.
11. Bring your kids, friends and family to watch and cheer your team on. They will have fun, too!
12. Opening ceremony is at 8:00 a.m. The first pull will be at about 8:20 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.
13. Please make sure that you are dressed weather appropriate.
14. This event will be held rain or shine and most activities are inside FourWinds Field.
15. Thanks for flexing your muscles and helping us support SBCSC'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 will blow the horn.
3. When the horn blows - PULL
4. When the horn blows again - STOP PULLING
5. Reassemble and repeat steps #1 - 4.
6. The best time of the two pulls will be counted.
7. Please exit the pull area and receive your t-shirt.

### ~ 2017 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 bus the best today....."

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

**Our thanks to the SBCSC Transportation Department for providing the buses for the event.**

## Team Captain's Checklist & Event Overview

The **CHALLENGE**... Your team of 20 will be timed as you pull a school bus 12ft for awards and bragging rights. **EVERY** School will receive **60%** of the funds raised, with the remaining 40% to fund programs such as Character Education and Singapore Math in every school.

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

**PULL TIME:** Contact our office to reserve your preferred Pull Time. The time slots are in 10 minute increments, from 8:20 a.m. and to 1:50 p.m.

**RECRUIT:** Each team consists of 20 members and there are four divisions: Men's, Women's, Co-Ed, & Senior's (60+). To compete in the Co-Ed division, you must have at least 8 women pullers. Team captains need to indicate on their roster which division in which they plan on competing. Students 16 & older are eligible to pull, and anyone under 18 MUST have a parent/guardian signature on their waiver.

**REGISTER ONLINE:** Online registration is available at <https://www.firstgiving.com/edfo/Pull4SBschools2017>. We encourage everyone to register online, as the online registration does include an electronic waiver and a place for online donations.

**INVITE:** Ask your co-workers/friends/family to donate to raise funds for your team/school. All donations are tax-deductible, and may be made by credit card (online only), checks or cash. All of your team pullers should be encouraged to raise funds for your school as part of the competition. Please see the included fundraising page for more ideas on how to raise funds for your school.

**WAIVERS:** For insurance purposes, all pullers **MUST** have a signed waiver, either through online registration or a paper copy, on file with the EDFO office before being allowed to pull. As Team Captain, you can collect these ahead of time and return them to the EDFO office by fax, email, or inter-office mail. If a substitute is required, forms will be available the day of the event at the registration table.

**ROSTER DEADLINE:** All teams that turn in their rosters/waivers by the Early Bird Registration date of September 20<sup>th</sup> will be guaranteed their shirt sizes the day of the event. Any rosters submitted after that will receive shirts as supplies last. Team Captains **MUST** have their completed team roster turned into the EDFO office no later than 5 p.m. on September 29<sup>th</sup>, along with any/all waivers and offline donations collected by that time. Online donations will still be allowed until the day of the event.

**DAY OF EVENT:** Team members must arrive 1 HOUR before the team's scheduled pull time. All pullers must check in at the registration table to receive their wristband. If a puller has not already turned in a waiver by this point, they will be required to fill one out before continuing. After each puller has their wristband, they will look for their team holding area, and await further instructions from the team host. Team Captains must turn in any remaining offline donations or last minute roster changes at the registration table **BEFORE** team pulls.

**WIN:** Awards will be announced after the last pull of the day. The team that executes the fastest pull in each division will be awarded a plaque. In addition, a school team spirit award is presented to the team with the most team spirit.

**2017 *Bus Pull* – Team Roster**  
 (Deadline to return to EDFO office – Friday, September 29<sup>th</sup>)



<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 registering the team. For participants registering online, the waiver is electronic. **Deadline for the Early Bird Registration is Sept. 20<sup>th</sup>, to be guaranteed shirt sizes.**  
 Please send interoffice mail OR Fax to 283-8120 no later than Sept. 29<sup>th</sup>.

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:				

**2017 Bus Pull WAIVER  
RELEASE OF LEGAL CLAIMS**

I want to participate in the Pull for South Bend School Event. 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 and Transportation Department.
- The Public Education Foundation, Inc.
- Swing Batters Swing, L. L. C.
- Any sponsor of the bus 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 bus pull. I authorize staff and volunteers at the bus pull to get emergency medical treatment for me during the bus pull.

**Risks of participating:**

I know that pulling a school bus is dangerous and that I could get hurt or seriously injured participating in the bus 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 and the Transportation Department and The Public Education Foundation, Inc. permission to use my name, pictures of me, and things I say in any form to advertise 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

School: \_\_\_\_\_



## 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, head to our website, [www.edfo.org](http://www.edfo.org), to register online.

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

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

I am a captain of a team of twenty participating in the *2017 Pull for South Bend School Event* to help the South Bend Education Foundation support South Bend's at-risk students. The Bus Pull is on Saturday, October 7<sup>th</sup> and I would like you to join me. I am recruiting anyone who wants to have fun, while 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
- If you register to join the team as a puller, you will receive a free t-shirt.

Your dollars support innovative and highly-successful programs in the South Bend Community School Corporation. 60% of funds raised by the school partnership teams will be returned to the school for projects and the remaining 40 % will fund Character Education and Singapore Math programs district-wide. I encourage you to become involved by joining this team. Call me at (phone number) or send me an email (email address) and tell me to place you on my team roster. 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:**

<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
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 · lunch/dinner at local venue with a percentage going back to your school/team.

**Remember, the key is to ASK!**  
Have fun & good luck!

