



COLLABORATIVE FUNDRAISING WITH



WHAT IS A 'SCHOOL BUS PULL'?

Think tug-of-war, except your opponent is a school bus! Teams will compete to see who can pull a school bus a distance of 12-24 feet in the shortest amount of time using a rope. Teams are formed by students, teachers, or parents within their grade level, class, sports team, club, etc. This is a **Unified event, meaning everyone should have the** opportunity to be included in the competition, regardless of his or her ability level!

The event will take place during the school day or immediately following the school day, on-site in the school's parking lot.

This is a fundraising event where students, faculty, and families are encouraged to show their support by soliciting online donations from their networks. **HALF of all proceeds raised through the Unified Bus Pull will be used by Special Olympics Virginia to advance the Unified Champion Schools movement across the state, while the other HALF will be kept by the school to use as necessary!***

**Schools currently participating in at least one UCS activity during the time of the fundraiser are eligible to keep 50% of all funds raised through the fundraiser. Schools not participating in at least one UCS activity at the time of the fundraiser will keep 25% of all funds they raise through the fundraiser.*

We encourage schools to **engage their entire student body** through this event, and recommend allowing an **inclusive team of student leaders** to help execute this event.

TUG SOME TONS AND RAISE SOME FUNDS!



STEP-BY-STEP INSTRUCTIONS

STEP 1:

Present the idea to your administration for approval using the pitch deck provided in the resource guide. Once you get the green light determine the date and time of the event (during school, after school, before a football game, during an existing event or field day, etc.). Determine how your school will use funds raised from this event.

STEP 2:

Work with your county transportation department to secure a school bus and bus driver (consider your Special Education Bus Drivers!) for the event.

STEP 3:

- Register your school for the event and set-up your school's fundraising page through [Special Olympics Virginia's Unified School Bus Pull site](#). You can customize your school's fundraising page with an image, headline, goal, and "about" section.
- Share this page across the school community to encourage donations (check out the resource guide for social media graphics and other tools!).

STEP 4:

Complete the [Collaborative Fundraising Documentation Form](#) to ensure that your school receives your appropriate portion of funds raised following the event.

STEP 5:

Determine what incentives your school might offer to students if you reach your fundraising goal. Some ideas we have seen include extended recess, pajama day, movie day, pizza party, lunch with the principal, post-event celebration, principal dyes their hair a school color!

STEP 6:

Hold a school-wide kick-off assembly to announce the event! Invite a Special Olympics Global Messenger to speak to your student body or invite an athlete speaker from your school! Share the video message (found in the resource guide) that explains the mission of Special Olympics Unified Champion Schools and how the Unified Bus Pull will help. Use this time to announce the incentives students can anticipate if you reach your fundraising goal!

STEP 7:

Promote the event throughout the school using provided resources. Encourage students to sign-up to participate (you may need to provide a permission slip or waiver depending on your school's requirements). Consider how you will create student (and faculty!) teams based on grade level, class, sports team, club, house, etc.

STEP 8:

Solidify all event logistics including map, volunteer roles, day-of timeline, and supplies needed (see resource guide for examples).

STEP 9:

Host a successful event and celebrate your fundraising success! HAVE FUN! Let your students know how their participation in this fundraiser supports the Inclusion Revolution in Virginia and helps their own school!

STEP 10:

Schedule a recap meeting with your event management team to determine what worked well and if there are any changes you can make the following year. Be sure to update SOVA staff about how your event went!

Reach out to SOVA staff if you need any assistance along the way!



SUGGESTED SUPPLIES LIST

- ☐ (1) School Bus
- ☐ (1) Large Rope
- ☐ (1) Chalk or Paint for Start & Finish Line
- ☐ (2) Stop Watches
- ☐ (1) Whistle
- ☐ (1) Tape Measure
- ☐ Team + Student Participant Lists
- ☐ Completed Student Permission Forms (or waivers)
- ☐ Tables & Chairs
- ☐ (1) Sound System w/ microphone
- ☐ White Board/Poster for Score Keeping
- ☐ Caution Tape/Cones for mark **Pull Area**
- ☐ Prizes/Trophies*
 - Top Fundraising Team
 - Fastest Pull Team
 - Slowest Pull Team or other fun categories you choose!
- ☐ Tent*
- ☐ Yard Games*
- ☐ Large Check*
- ☐ Additional Prizes/Incentives*
 - Link to the Brandito site for ordering options
- ☐ Signage/Team Banners*

***Optional materials that can enhance your event!**

SUGGESTED VOLUNTEERS LIST

- ☐ **Event Management Team**
Group of teachers, faculty, parents, and/or students that will organize and execute this event from start to finish.
- ☐ **Set-Up (5 Volunteers)**
Assist with event set-up from parking logistics (if needed), start/finish line set-up, registration tables, tents etc.
- ☐ **Event Coordinator (1-2 Volunteers)**
Manage all volunteers and oversees the timeline/flow of the event
- ☐ **Registration (5 Volunteers)**
Check-In all participating students, collect waivers and any additional donations.
** If you are providing any additional incentives, such as t-shirts, distribute them here.*
- ☐ **Officials/Timers (3 Volunteers)**
Serve as the event referees, relay all rules to each team, time each bus pull and record all the teams' pull times
- ☐ **Bus Assistant (1 Volunteer)**
Support the Bus Driver with setting and resetting the vehicle
- ☐ **Emcee/Host (1 Volunteer)**
Host the opening/event kick-off and closing, announce each team and pull time, make various announcements throughout the day, and distribute awards to winning teams in event closing
- ☐ **Yearbook Photographer (1 Volunteer)**
Capture photos of the event to share with the school community after the event
- ☐ **Breakdown & Clean-Up (All Volunteers)**



EVENT SET UP

☐ Team Check-In Area

Volunteers should be set-up at tables here with all necessary materials to check students and teams into the event. Consider inviting one teacher or team captain to check the entire team in at this area.

☐ Team Staging Area

Teams assemble here and safely wait for their turn to pull.

☐ School Bus Pull Area

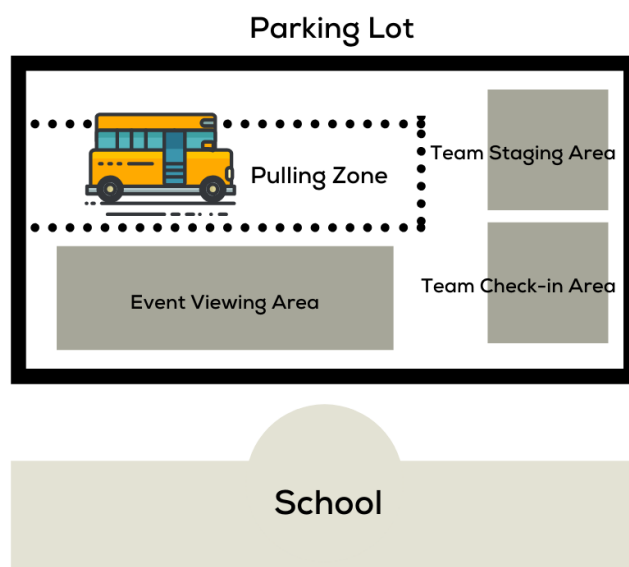
This should be roped-off or coned-off so that students do not enter the area until it is time for their team to pull.

☐ DJ/Emcee Area

This will have the sound system and will be the “main stage” area used for Opening Ceremony, Announcements throughout the event, and Closing Ceremony.

☐ Spectator Viewing Area

This area should be large enough for spectators (including teams) to watch the pull take place.





Rules:

- All teams must have an equal number of team members participating in the Pull at one time.
 - **High School:** 10-12 members on each team during one Pull
 - **Middle School:** 12-15 members on each team during one Pull
 - **Elementary School:** 15-20 members on each team during one Pull
 - **Remember these are suggestions; feel free to adjust to numbers that best fit your school/class make up.*
- The Pull will be a total of 12-24 feet with the start and finish line marked.
 - Each team will pull twice. The fastest of the two pull times is the team's official score.
 - Teams are given a 10-second countdown to begin pulling. Timing should begin at the 0-sec mark.
- The winning team is the team that has pulled the bus in the fastest time!

Officiating:

- Each pull will be timed by two volunteers
- Times are not subject to debate
- Re-pulls will be at the discretion of the official timers

Officials Notes:

- Three (3) officials will stand at the starting point:
 - **JOB #1:** Signal teams as to when to start (three, two, one, whistle)
 - **JOB #2 & #3:** At the whistle start the stopwatch at the second whistle stop the watch and record the time.
- One (1) official will stand at the end point and blow the whistle when teams cross the finish line
- Clear start and finish lines will be marked on the pavement
- It is the officials' job to help with staging teams in between pulls and working with school bus drivers to get the vehicle reset.



**PULL TOGETHER,
YOU GOT THIS.**