

THE  
MATTIE C. STEWART  
FOUNDATION

**THE CHOICE BUS  
REQUEST FORM**

600 University Park Place, Suite 200 • Birmingham, AL 35209 • 205.212.6400 • mattiestewart.org

I/We would like to request **The Choice Bus** to visit our school/organization. I/We understand that there is a sponsorship fee associated with **The Choice Bus**, which will be determined by the time and distance **The Choice Bus** must travel. Discounts provided for multi-day visits.

Half-prison cell. Half-classroom. **The Choice Bus** is an experience-based learning tool designed to show students the powerful benefits of education along with the likely consequence that awaits most who choose to drop out of school. The Mattie C. Stewart Foundation (MCSF) is a registered non-profit organization dedicated to curbing the nation's dropout rate and increasing the graduation rate in the United States (EIN: 26-0411498).

DAY RATE SPONSORSHIP INCLUDES:

- A maximum 7 hours (usually during school hours) in which **The Choice Bus** will be open for touring and presentations (approximately 450 students/people can go through the Choice Bus experience during this period. Please see the attached Choice Bus Procedures for specific details when planning for the Choice Bus visit).
- One **InsideOut** Toolkit complete with the **InsideOut** classroom documentary and Teacher's Guide
- Media advisory and public relations support to promote **The Choice Bus** visit in your community
- Student "Stay in School" pledge cards to be completed after **The Choice Bus** experience
- School/organization listing on The Mattie C. Stewart **Choice Bus** Tour schedule on The Mattie C. Stewart website

Please complete all information below and fax to: **THE CHOICE BUS** REQUEST, 205.212.6418

Upon receipt of the request form, a Mattie C. Stewart Foundation representative will contact you with available dates and a sponsorship estimate (discounts are provided for multi-day sponsorships of three or more days).

School/Organization Name: \_\_\_\_\_

Principal Name: \_\_\_\_\_ Superintendent Name: \_\_\_\_\_

Number of students at school: \_\_\_\_\_ Grade level of school: \_\_\_\_\_

Web Address: \_\_\_\_\_

Street Address where **The Choice Bus** will be located: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

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

Date(s) **The Choice Bus** Requested: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Signature: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Is this request for a special occasion (i.e., Dropout Prevention Summit, Graduation Awareness Day, School/Community Festival)? If so, please provide any relevant information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**MCSF** office use only:

Sponsorship fee: \_\_\_\_\_

PO # (if applicable): \_\_\_\_\_

## **Choice Bus Visit Procedures**

In order to provide the most effective *Choice Bus* experience there are several important elements required of the host school/organization. **PLEASE** read all of the information below carefully.

### **Location of Choice Bus**

- The *Choice Bus* needs to be located in a student accessible area of the school with adequate protection in case of inclement weather and easy access to adult restrooms for the *Choice Bus* staff.
- The host school will need to provide to the Mattie C. Stewart Foundation (MCSF) the street address of the school(s) the Choice Bus will be visiting. Local driving directions would be helpful, but the *Choice Bus* is equipped with a GPS.

### **The Choice Bus Experience**

The Choice Bus presentation lasts approximately 20 minutes and consists of a four part sequence:

- 1) the viewing of a short movie called “The Choice Is Yours”
- 2) the revealing of the *Choice Bus* secret - the life-size replica of a jail cell,
- 3) student tour of the jail cell, and
- 4) a short Q&A followed by the distribution of student pledge cards (for students to sign and turn in to their teacher). You can view the pledge card and *Choice Bus* video on the Foundation website ([www.mattiestewart.org](http://www.mattiestewart.org))

### **Scheduling Student Groups (groups of no more than 24 students per 20 minute presentation)**

- The *Choice Bus* has 12 seats and can accommodate up to 24 students per 20-minute presentation (2 students per seat). As many as 4 adults can stand in the back
- A final schedule showing the student schedule for the *Choice Bus* **must** be emailed or faxed to the MCSF at least one week prior to the Choice Bus visit (fax: 205-212-6418) or [debi@mattiestewart.org](mailto:debi@mattiestewart.org)
- When developing your student schedule, please allow for a 45-minute lunch break for the *Choice Bus* staff to use the facilities, eat and rest their voice
- It is always helpful when a teacher/representative with an accessible radio is stationed with the *Choice Bus* staff during the visit. This allows for easy communication with administration and ensures the schedule runs smoothly throughout the visit.

### **Teacher/Adult Supervision**

At least **one** adult teacher/chaperone **must** be on the *Choice Bus* with each group of students (ideally two adults). The *Choice Bus* staff will not permit student groups to board the bus unless accompanied by a teacher/adult chaperone. Responsibilities of adult chaperones include:

- Insure all students remain quiet and respectful during the 20-minute presentation
- Address any unruly behavior of students (rare, but does occur on occasion)
- Maintain order while students are getting on and off the *Choice Bus*

## Student/Community Leadership & Media Participation

We encourage schools to make the most of the *Choice Bus* visit and welcome student participation from yearbook staff, school newspaper, student broadcast network, technology groups (we use Twitter and Facebook to make updates on all Choice Bus visits) and any other student/teacher led groups, clubs, etc.

We also encourage you to invite your SRO's, community leaders and dignitaries to visit the *Choice Bus* to make them aware of your efforts to increase the graduation rate.

Reaching out to the media and inviting them to cover the *Choice Bus* is also encouraged. Please make sure your Public Relations Officer is aware of the *Choice Bus* visit and encourage them to contact the *Choice Bus* staff to get more information on publicizing the *Choice Bus* visit.

The Mattie C. Stewart Foundation, 600 University Park Place, Suite 200, Birmingham, AL 35209; (205) 212-6400 – Office; (205) 212-6418 – Fax; Web: [www.mattiestewart.org](http://www.mattiestewart.org)



Visit the Mattie C. Stewart Foundation Choice Bus Photo Gallery at:  
<http://mattiestewart.org/thechoicebus.html>