### Ship to the Foundation Program Guidance On Campus Mom Foundation, Inc.

www.oncampusmom.org

#### **Shipping Address**

The following address and format should be used when shipping parcels/purchases:

Your Bear's Name Attn: OCM Foundation, Inc. 1016 S. Harrison Street McGregor, Texas 76657

#### \*\*AS A REMINDER\*\*

This program is per student and not a shared service between roommates. We reserve the right to refuse item(s) in which we feel are an abuse of this rule. In the event of suspected abuse, we will offer the option of the purchase of an additional plan or the choice of which of multiple items we should mark (RTS) Return to Sender. As an example, our organization is well abreast of the ins and outs of dorm room spaces. We are fully aware that (1) student will have zero need for (2) headboards, (2) Ottomans, (2) Desk Chairs, etc. While we would love to be able to provide for everyone, this service is very resource heavy and our goal is to fund scholarships or break even. When there are those who abuse the program, then unfortunately we are forced to shift funding from our mainstay of combating food insecurity and this will not occur in 2024 under any circumstance.

#### **Package Acceptance Dates:**

June 1, 2025 through August 23, 2025

#### NOTE:

Freshmen move-in dates are scheduled by the university for Wednesday, August 20, 2025 and Thursday, August 21, 2025. Early move-in dates due to special circumstances and/or as required for international students will be accommodated. Please keep an open line of communication with us with your assigned move in date and time.

For Official Information About Moving to Baylor:

#### **UPDATE PENDING**

#### **Packages From Home:**

We will only inspect the parcel if there is visible damage to the exterior of the shipping container or the carton has been breached (tape no longer intact and box is open). Images of any damaged carton or item will be transmitted via email upon discovery. A list of contents for packages from home is not required.

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#### Package Acceptance During Orientation & Line Camp:

This program provides for the acceptance of parcels and/or items for drop off during your visit while attending orientation and/Line Camp. Please advise your intent a minimum of 48 hours in advance so we can make available personnel and vehicles for transport to storage as well as generate the appropriate required labeling. Intent may be transmitted via email or via text message to: 910 624-3705. Pickup location will be in the East Village Campus Garage (Line Camp drop-off parking, 1st Level Handicap Section. Entrances are located on Daughtrey Avenue or S. 3rd Street.

#### **Manifest Transmittals:**

You will periodically receive emails; frequency will be dependent upon how frequent we are receiving parcels on your behalf. The email will contain a manifest which will detail information about what we have received in comparison to what you have ordered. The list will also list any item(s) we are not in receipt of as well as the location of that item in our provided storage container. Example:

Qty	Item Description	Received	Container
	8.12.23		
1	Chicago Poster	YES	Mfg Container
1	6 OUtlet Surge Protector	YES	Box 4
1	Air Pump	YES	Box 4
1	Backpack Rain Covers	YES	Box 4
1	Apple Cables	YES	Box 4
1	Thermal Coffee Carafe	YES	Box 4
	Items Not Received		
1	Seat Cushion		

While you may have numerous parcels arriving from online retailers, after inspection of contents for correctness in quantity, color, size, damage, etc., your items are placed in storage conducive containers which will be labeled not only with a box number but also in accordance with MOVE2BU. Your student's name, dorm, room number and phone number will be placed in multiple locations on boxes for move in day. We go the extra mile to remove excess packing materials and decrease box count to benefit parents and volunteers. Our boxes have handles, will break down and fold in half, and store easily for reuse at move out.

Our method decreases the number or parcels that will need to be hand-carried up multiple flights of stairs to the dorm room which benefits the move-in day volunteer staff and benefits parents/students as you will be required post-move in to breakdown down boxes and remove all

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packing materials and transport to a dumpster after jockeying for elevator position, staircase pathways and the emotional rollercoaster that inevitably ensues. As mentioned, each box will be numbered so on move in day, you can immediately know which box to go to if you are seeking a specific item. There is no need to print manifests each week at home. You will receive via email as a closeout list when all your parcels have arrived as well as at move-in a master copy attached to the boxes.

This program is more than just shuffling and storing parcels. It is truly a labor of love that is backed with 6 years use and 25 years of moving and packing experience. We want you and yours to have the best experience on such a monumental milestone in life.

#### \*\* We do not accept any parcels that contain food products\*\*

#### Move In Day/Time, Route Map & Hang Tag

Once you have received your move in date and time, please transmit the below information via email to:

#### programs@ocmfoundation.org

Downloadable copy of Route Map and Hang Tag

Your Bear's Name: Date of Move In: Time of Move In: Location:

#### **Direct To Dorm Delivery**

We will do our best to have your items awaiting your arrival at the dorm. Traffic may impede this process but we will be there as soon as possible.

#### **ADDITIONAL INFORMATION**

Regardless of your move in time, assisted move in is from 8:00-12:00. It is just too hot after 12:00 for volunteers as they are unloading and carrying your items up multiple levels via the staircase. Please be kind. This is an exhausting endeavor performed by student volunteers and Baylor staff volunteers.

If you miss your move in time, it will be fine. The dorm will be there when you get there. Unfortunately you will not have the luxury of assistance after 12:00 PM through the Move2BU volunteers. That's the only downfall. In the event this happens and it does happen, please reach out to On Campus Mom as we will be on campus moving upperclassmen back in until 10:00PM. So, take your time. Emotions and stress levels will already be high.

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Make sure you have ample gas. You may sit idling 30-45 minutes in line awaiting unload as well as long lines of traffic to get to check-in. When you get relatively close to town, we strongly suggest taking a bathroom break and picking up a few bottles of water.

Dress to stay as cool as possible. Leave the jeans at home and wear your hair up. While the dorms are air conditioned, the constant opening of exterior doors will not allow the HVAC units to keep the buildings comfortably cool. Temperatures will begin to soar in early June.

Don't forget the small things that make a difference. Necessary tools such as screwdrivers (Phillips & flathead), rubber mallet if you intend on adjusting bed frame height and zip ties if installing a headboard). We do offer as an add-on our "Tool Bag" which is a separate fundraising item. The bag and contents contain everything you need to have on hand and can be used for the next four years for move-in/move-out.

Pack a roll of toilet tissue in a tote bag for quick access if needed. The bathrooms are not stocked with toilet tissue.

It will be a busy morning on move-in day. Someone from our staff will come by and check on you and yours to see if we can help you in any way.