

Give & Take Day Toolkit

A Give & Take Day is the chance for you to pass on items you own but no longer want, that are in good condition or good working order for others to reuse. Give and Take days are also a great way to recycle and pick up a bargain. No money changes hands and lots of useful items are diverted from landfill.

The idea for a 'Give and Take' event originated in Germany, where a certain day of the month is allocated for the collection of unwanted furniture.

In Camden Give and Take days have proven very popular and we currently run two or three a year. The aim of a 'Give and Take' event is to promote waste reduction, reuse and recycling or the three R's -reduce, reuse and recycle, enabling people to swap "useable" items in a sustainable and easy way.

Give and Take day benefits include:

- Provision of a free and convenient opportunity for people to dispose of items that can be still be used that may otherwise be thrown away.
- Increasing public awareness about waste minimisation and recycling.
- Enhancing existing recycling services.
- Organising a Give & Take Day

The main elements to hold a successful Give & Take Day are:

- A small budget and good publicity
- A venue (local community centres or church halls are ideal)
- Volunteers (to sort items and set them out on tables)
- A van (to bring materials to and from the venue)
- Enthusiasm!

Budget

Plan your budget in advance and manage it carefully. A good event with high levels of community participation can be achieved on a very modest budget. (A budget planner is included with this toolkit.)

The overall cost depends on a number of factors:

- Venue hiring
- Production of posters and leaflets.
- Refreshments
- Advertising
- Vehicle costs

Publicity

Nobody can attend an event they haven't heard about so make sure you spend time planning how you will advertise your event to the local community.

You can get the message out using the following:

- Press releases – to local press. A sample is included later in the toolkit
- Flyers to houses around the area some days before the event
- Posters and leaflets to libraries, sport-centres, community groups, housing associations and housing notice boards
- Council's website event page
- Community networks e.g. Tenants and residents associations
- Ward councillors
- Local newsletters

Getting a notice in the local paper is a great way to ensure attendance. Leafleting the local area around the venue is also a good way to spread the word and increase local attendance. If you can distribute flyers and posters to local libraries and community centres this can also help you publicise the event. If you need help in producing leaflets and flyers contact your councils recycling or sustainability teams, they may be able to help with the printing of leaflets and posters and offer other resources to help with your event.

What can and can't people give?

It is also important to let people know the categories of items they can bring and those that are not acceptable. For example electrical equipment. If you don't have a qualified electrician on the day to test each item (see health and safety below) then your adverts will need to state no electrical or electronic equipment please. Also sharp and broken items should not be accepted. A sample poster is included in this pack.

Regardless of the information about what materials they should bring, people will still bring items that cannot be accepted. Staff should be prepared to give an explanation to residents bringing unaccepted items without discouraging them from attending.

Venue

Booking the right venue will depend on a variety of things including:

- Area: a central point is needed that is familiar to the public
- Capacity - how big is it and how many people can it comfortably hold?
- Can they provide tables to display your items?
- Accessibility – ease in which the venue can be reached by public transport and parking facilities for bringing and disposing of items.

Try to ensure you have a good-sized venue that is familiar to the public. Holding the event somewhere such as a school or community centre, which has long-term users is great, as it allows you to link into existing audiences.

Staffing guidelines:

- Assign someone as the event manager. He/she should be the person that knows the overall scheme and what is supposed to happen on the day of the event.
- Ask for help from the Council, they may be able to help with leaflet production, volunteers etc.
- Ensure that event volunteers know what their duties and responsibilities are and the hours they are expected to work
- If possible get staff to wear the same colour t-shirt, hi-visibility vests or name badges so they are easily recognisable

Time

The best time to run an event is between 11 am to 2 pm on a weekend day.

- If access allows, 9am is a good time to start setting up the venue.
- From 10:30am – 11.30am people can drop off items they no longer want. These can then be sorted by staff and placed on the tables. Nothing should be removed until a specified later time.
- Between 12.00pm to 14.00pm open the event and people are free to come in and take away item they like.

Note: Some people will drop items off and will want to wait for the opening time. If your venue has a café or kitchen then check if you can utilise this so people can have a place to wait before it opens or if they want to take a seat during the event.

Equipment and supplies

- The equipment needed is as follows:
- Van to transport the equipment and to collect unwanted and non-recycled items at the end of the day
- Pens and pencils
- Tables for items
- Signs and labels
- First Aid kit

Health and safety

If the public are allowed to bring electrical and electronic equipment, safety should be a concern. It is recommended to hire an electrician to run a Portable Appliance Test (PAT) on the items brought (this test ensures electrical items are safe for use.)

A first aid kit should be available and if possible, a qualified first aider should attend the event.

After the event leave the venue as clean as it was when you arrived.

Implementation on the day

The event manager should have a list of tasks on the day of the event and who is responsible for each of those tasks. These should include:

- Have a brief meeting with staff and volunteers at the start of the day to ensure that everyone is clear on what their role is or, time permitting, speak to them individually and go over their responsibilities. Any health and safety issues should be raised at this meeting
- Setting up the venue: tables and chairs should be set up and clearly labelled, a banner to be placed outside the venue and refreshments to be available (if appropriate).
- Close on time. Whether there is public demand for keeping the event open until later, stick to the timetable. Bear in mind that you will need time for packing up, cleaning and transporting items that are left over.

Potential problems

Give and Take events can be quite hectic so the event manager must be prepared to deal with different, sometimes difficult situations. Some of the common issues an event manager should be ready to address are:

- People disagreeing who was first on the queue before it starts
- People disagreeing on who saw an item first
- Some Volunteers not turning up on the day
- People feeling aggrieved if their items are not seen as suitable for the event

Partnership Working

When running an event such as this, it is the perfect opportunity to link in with your local authority and other community minded people. The local authority may be able to help by holding information stalls, printing posters and flyers, advertising the event on the council website.

Some of the council teams it may be useful to approach when running such an event are:

- Recycling department
- Street Wardens
- Sustainability team
- Environment policy & projects team

As well as the local council, make use of the talented people within your community. If you know an electrician who'd be willing to volunteer at the event you might be able to save on the costs of hiring one and if you know any local artists or teachers perhaps they could run activities for kids that would keep them occupied on the day.

Appraisal

Almost as important as the implementation and planning of the event is feedback on how the day went. It is important to try and get feedback from those people who volunteered, attended and participated in the event.

Consider the following:

- How much potential waste was diverted from landfill
- How many people attended the event
- Were there any problems on the day
- Did it run on time and to budget
- Is there a case to run another event
- Was the feedback positive or negative

You should be able to gather this information and produce recommendations on how the event could be improved next time.

For information on who to contact in the council in regards to organising a Give & Take event call 020 7974 6914 and ask to speak to the recycling team or email: recycling@camden.gov.uk

Useful Documents

1. Press Release
2. Budget Planner
3. Sample advertising poster
4. Project timeline (used to assign tasks, responsibilities and dates due)
5. Disclaimer
6. Items monitoring form
7. Evaluation form

Immediate

UNWANTED BARGAINS UP FOR GRABS

What: “Give and Take Day”

When:

Where:

Do toys, books, kitchenware, old keyboards, electrical appliances or unwanted Christmas presents permanently clutter your cupboards? Here is the opportunity to clean them out while getting something in return.

Bring along your unwanted items to the **insert organisation name** ‘Give & Take’ event on **insert date** between 1:30am –11:30pm at **insert venue name** where they might make someone else’s day and pick up something for yourself between 12:00 – 2pm. All for free!

Give and Take Days are community recycling events organised to promote the three R’s - reduce, reuse and recycle. The aim is to stop useable items going into the waste stream and ending up in landfill. This is an opportunity to save valuable resources.

For more information please contact: **Insert contact details**

Budget Planner

Item	Cost	Notes
Venue Hire		
Printing		
Advertising		
Van Hire		
Fuel Costs		
Electrician		
Misc		

Give&Take

Free community event and swap shop

<enter day, date & time >

<enter venue and full address including the post code>

10.30am to 11.30pm Bring along something you don't want

12.00 to 2pm take something you do want

Things to bring: Household items including books, CDs, DVDs, electrical items, toys, sports gear, bric-a-brac, and small items of furniture.

We won't accept: Broken items in need of repair, food, toiletries, sharp or dangerous objects, and upholstery without a fire safety tag.



Brought to you by < insert organisers >

Nearest tubes: <Insert details>

For more information, please ring <insert contact information>

Project timeline

	Action\ Date	Date due	Date Due	Date due	Date due	Date Due
Planning and Development	Book venue					
	Posters-design					
	Posters-print					
	Posters distribution					
	Press release					
	Leafleting around venue					
	Invite local press					
	other invitations					
	charities for unwanted items					
	photographer					
	Book van for transportation					
	Electrician					
Implementation	monitoring forms					
	table labels					
	box of pens, scissors, spare paper					
	first aid kit					
	refreshments, lunch					
	van to collect unwanted items					
	Other					



TITLE: DISCLAIMER

DATE:

TO: individuals acquiring equipment at the 'Give and Take' Event

SUBJECT: Disclaimer

The organisers of this event shall not be held liable for the failure, functionality or other faults associated with any goods acquired at this event. For the event the organisers are acting in the capacity as the facilitator of the exchange of goods between the giver and receiver.

Responsibility for the safe functionality of the goods is the responsibility of those acquiring the goods.

ITEM	QUANTITY
Bike	
Books	
Bric-a-Brac	
CD players	
CD's/ tapes	
Chairs	
Clothes	
Computers	
DVD's/ video's	
Large Electric/Electronic equipment	
Electrical small	
Lamps	
Shelves	
Buggies	

Misc large	
Misc small	
Musical instruments	
Printers	
Suitcases	
Tables	
Tiles	
Toys	
TV/Video	
Vacuum cleaner	



Evaluation questionnaire for participants at the 'Give and Take' day

In order to continuously improve our work, we would like to have your feedback and comments on this questionnaire.

1. Where have you heard about the event?

2. Overall, how satisfied are you with the event?

☐ Satisfied ☐ Neither satisfied, nor unsatisfied ☐ Unsatisfied

3. Would you attend a 'Give and Take' event again?

☐ Yes ☐ No

4. How useful did you find the items on display?

☐ Very Useful ☐ Quite Useful ☐ Not Useful

5. How did you find the organisation of the event?

☐ Excellent ☐ Good ☐ Poor

6. Would you recommend the event to others?

☐ Yes ☐ No

7. What could we improve in similar future events?

8. Would you like us to inform you about similar events/ recycling?

☐ Yes ☐ No

If yes:

☐ By email (your email address): _____

☐ By post (your name and address): _____

Thank you very much for your time