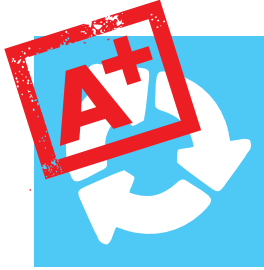


Your

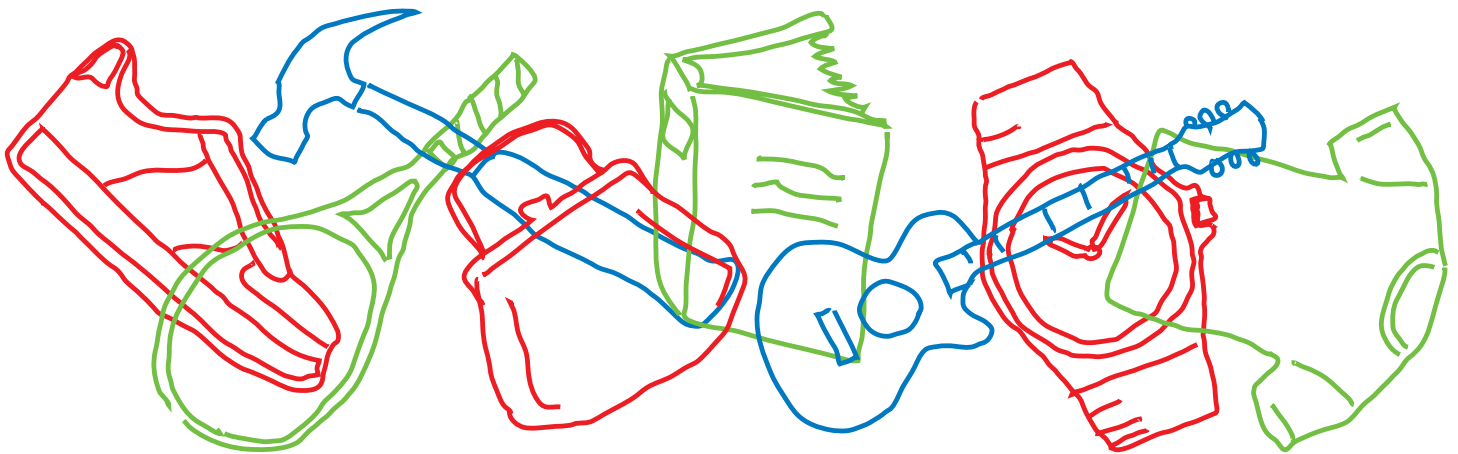
Schools Recycle Right



NATIONAL RECYCLING WEEK

PLANET ARK

Party Guide



Major
Sponsor



Supporting
Sponsors



What is a Big Aussie School Swap Party?

A School Swap Party is where participants from your school community bring good quality items they no longer want and **exchange them for other items**. It's fun, free and green.

Swap parties can also be a great way to raise money for the school or become a starting point to create an interactive environmental learning exercise for your students.

Environmental Benefits

Recycling takes items you have finished with and puts them back into circulation. By passing clothes, accessories, books, CD/DVDs or sports equipment on to others, you are diverting materials from landfill thus conserving resources and reducing greenhouse gas emissions. Reusing a product, rather than buying a new one, reduces the demands for water, energy and raw materials. This reduces the impact on the environment.

Getting started

1. Choose a time, date and venue

Day or evening? Weekday or weekend? School library or school hall? Any of these options can work as long as you've thought about the items you want exchanged and the target audience.

Swap Parties generally work best when participants are given specific times for the different elements of the event. This includes: An 'arrival and registration' time when participants hand over their items in exchange for tokens. During this time they can browse (but not take) the items brought by others; an 'opening' time, when the swapping begins and participants can take items and an end time when the event is wrapped up. Swap parties can be held in the day or evening. A sample day time schedule would be:

A day-time event

11:30 – 11:45 – Arrival, Registration, Browsing
11:45 – 12.15 – Swapping
12:15 – Event Closes

Or you could add it to the school fete or other event.

Register your event on the RecyclingWeek website at <http://recyclingweek.planetark.org/kids-teachers/form.cfm> By registering you help us assess the benefits of the program and encourage even more schools to get involved. No details about your school except its name will be made publically available.

2. Get your students involved

Perhaps you have a school green team that could run this event. All students can discuss with their families what they should swap and if they want to swap items at all. It is a good starting point for a discussion on what we can do with items we no longer need and what happens to them if they go in the bin.

3. Decide on the types of items you will swap

Depending on who you're targeting, different types of Swap Parties may be more suitable for your participants. For a school community some suitable ideas include:

- Kids toys & books
- Kids Sports gear
- Kids Clothes
- Books & CDS all ages

Or just mix it up and swap it all!

Consider also holding a recycling collection at the event. You can ask people to bring items like printer cartridges, eye glasses or mobile phones to collect for recycling. See if you can join forces with local collection services (find them on RecyclingNearYou.com.au) for eye glasses or corks, and contact MobileMuster for mobile collections. Check the status of your 'Cartridges 4 Planet Ark' collection box or sign up for one on 1800 24 24 73.

Whatever type of Swap Party you have, it's a good idea to give examples of what kind of items people can bring and specify that the items need to be of good quality

4. Decide whether this should be a fundraiser

You can ask for a gold coin donation at the door to raise money for the school or a local charity.

5. Promote it!

Promote it in the school newsletter, through assembly and/or download an adaptable poster and e-mailable invitation from <http://recyclingweek.planetark.org/kids-teachers/schoolswap.cfm>

Begin promoting the event a few weeks out and make sure you explain how the Swap Party works and the kinds of items participants should bring to swap.



Planning Your Swap Party

1. Equipment

Here are a couple of things you may like to think about to make things run smoothly:

Tables for display

You will need **display tables**. You may also want to set aside a **registration area** where people can hand in their items and pick up their tokens.

Hanging displays

If clothes are the theme, you might want to think about **borrowing clothes racks**, hangers and if you're super keen, arrange a space with a hanging curtain where people can privately try on items.

Carry bags

You won't need to worry too much about carry bags because people commonly bring their items in bags which they then use to carry away new items but you can ask people to bring their own

2. Avoiding leftovers

Carrying out a few key steps helps to ensure the swap process runs smoothly and that all goods have a place at the end of the Swap Party:

- **Limit the number of items** people can bring, this helps to ensure that people don't bring an excessive amount and use the party as a way to offload junk
- **Specify that people bring quality items only** and reinforce this by letting them know that their items will be checked when they register the items
- After the party dies down, **consider giving the items** away without exchanging for tokens.
- Have a backup plan for leftover items by contacting local charities like Vinnies or the Salvation Army to let them know you will be **donating leftover items**. Ensure charities that the items will be of quality and think about post-party operations such as **transporting the items** to the charity.

3. Token system

Tokens are given to participants in exchange for the items they bring in. Swappers then redeem their tokens to claim other items. You can use re-used paper for this. Planet Ark has prepared a range of downloadable tokens you can print out and use. They are available at <http://recyclingweek.planetark.org/kids-teachers/schoolswap.cfm>. Consider the worth of a token. For example 1 token can = 1 item. However, you may like to categorise your items into different token values. For example, general items books, CDs and DVDs can be worth one token, however, you might want to allocate more tokens to premium items. Even though part of the

process will rely on making a judgement call on the day, you can agree with your volunteers prior to the event how to make the decision.

Running the Swap

1. When guests arrive

When your guests arrive, register their items and give them one Swap Token for each item brought (download Swap Tokens at <http://recyclingweek.planetark.org/kids-teachers/schoolswap.cfm>) You can keep track of the tokens you have dispensed – this will enable you to work out how many items were swapped on the day. You can do this by dedicating staff/ students/volunteers on the day to a registration area where people can register their attendance and hand in items for quality checking.

2. Swap Party “rules of the game”

It can be useful to have a printed rule sheet on hand at the table where items are handed in, to help explain the system to participants. A generic Swap Party Rules is available for download at <http://recyclingweek.planetark.org/kids-teachers/schoolswap.cfm> This can be printed and displayed at the event.

3. Quality control

Even though quality items are specified, it's still a good idea to **inspect the items as they're presented** for registration at the Swap Party. At times, what is a quality item depends on interpretation, so you may have to make common sense decisions on the day. All items should essentially be functional, unbroken and in good condition. If you think that an item is not up to scratch, let participants know politely that their item is not suitable.

4. Two people, one item

It is common for popular items to be in demand by more than one person. If two people want the same item, think about putting in place a fair system to decide who gets it. You can referee a sudden death match of Rocks, Scissors, Paper or toss a coin to make the decision.

After the swap party

Pat yourself on the back!

If you've registered your event with Planet Ark you'll receive a short evaluation e-mail to help us get an idea of how your event ran. The evaluation will help us develop other resources for schools.

