



A DIY GUIDE TO

ORGANIZING A SWAP AT YOUR SCHOOL

HOW TO ORGANIZE A SWAP

Swaps are a fun and sustainable way to reuse items, reduce waste, and share resources. Whether you organize a swap for clothing, sports equipment, musical instruments, books, or other items, this guide will help you plan a successful event.

01 Decide What Kind of Swap to Host

Will it be a clothing or accessories swap?
Sports equipment? Musical Instruments?
Books or school supplies? Toys? Games?

01



02



Decide the Who? What? Where?

- Who will lead the event?
- Who will participate (club, grade level, whole school, community group)?
- Where the swap will take place?

Suggested Timeline

- Day 1-3= Collect Donated Items
- Day 4= Organize and Sort Items
- Day 5= Host the Swap Event

03



04

Collect Donations

Ask participants to bring gently used or new items that match your swap theme through morning announcements, newsletter messages, emails, etc. See our Comms examples on page 9 for ideas.

Items should be:

- Clean
- In good working condition
- Complete (no missing pieces)

Each donated item earns tickets or credits to use during the swap.

05

Shop the Swap

On Swap Day, participants use the tickets or credits they earned from their donations to choose items.

Ticket Distribution

On the morning of the Swap Day, participants receive their tickets in their homerooms or other designated location. These tickets represent the categories and number of items they are eligible to collect during the swap. (E.g. a green ticket with the number “2” on it for a dress swap indicates a credit for 2 dresses).

As a backup, the number of items each participant may select will also be recorded on the intake form (page 6) used during donation collection.

A copy of this form can be posted near the entrance and exit of the swap room so organizers can quickly confirm eligibility if tickets are misplaced.

Guidelines for a Successful Swap

Donations

Determine accepted and not accepted items.

Examples of accepted donations:

- In good working condition
- Complete (no missing pieces)

Credit Guidelines

Each donated item should earn a credit for a new item in the swap

Ticket System

Tickets can be color-coded by item category to keep the swap organized and fair. Each ticket should also list the number of items the participant can select, based on how many items they donated. This way you minimize the number of paper tickets distributed.

Example:

- Green tickets = Dresses
- Blue tickets = Shoes
- Yellow tickets = Accessories

Participants bring their tickets with them to the swap.

Remember, no money is needed-- just swapping!

Keep a printed copy of the intake form near the entrance and exit of the swap area so volunteers can quickly verify eligibility if a participant forgets or loses their tickets.

Finally, after the event, donate leftover items to a local nonprofit or community organization.

Give Back

♥ After the event, donate leftover items to a local nonprofit ♥

- Coordinate with the charity or organization for drop-off of items after the event.
- Keep tabs of the number of items collected and share that metric with your school.

CHECKLIST

Use this checklist to keep your project on track!

DATE, TIME, SCHEDULE

- Confirm event date
- Confirm event duration (one day vs. multiple days)
- Request exchange during flex time/recess (if applicable)
- Reserve room for storage

LOCATION, SPACE, AND MATERIALS

- Confirm event location (preferably large community space like a gym)
- Reserve storage space for extra, non-exchanged clothing before the event. Materials needed for the event may vary on the collections, you would typically need:
 - 2-3 large collection bins
 - Pens/Markers
 - Rolling clothing racks and hangers (if swap is for clothing)
 - Folding tables (if swap is for other materials)
 - Table signs
 - Heavy-duty clear trash bags (backup storage/donations)
 - Pushcart or Dolly

STUDENT PARTICIPATION & VOLUNTEERS

Request student volunteers (homeroom reps/student council) for:

- Drop-off & sorting
- Setup & cleanup
- Monitoring the exchange area
- Confirm adult supervision requirements

DROP OFF

- Drop-off dates/times for bringing in items
- Drop-off location (where students may leave items, if applicable)
- Sorting process (who sorts, when, where items are stored after drop-off)
- Student volunteer needs for drop-off assistance
- Traffic flow/logistics (how to avoid disrupting classes)

COMMUNICATION AND PROMOTION

Approval to announce through:

- Morning assembly (if applicable)
- Weekday grade-level meetings
- Emails to the students
- Weekly all-school comms for parents
- Flyers/posters

DONATION PLAN

- Which charity/organization will receive leftover items
- Who will coordinate the pickup/drop-off of the donation
- Timeline for removing donated items after the event

VOLUNTEER ROLES AND SIGN-UP FORM

Volunteers help make the Swap successful by collecting items, organizing donations, assisting participants during the event, and helping donate remaining items. Use the following content to generate a Google Form sign-up.

Collection Drop-Off Team

When: Collection Days (Day 1–3)

Volunteers Needed: 3 per day

Responsibilities

- Collect donation bags or items from participants
- Ensure each donation is labeled with the participant's name
- Label bags if items arrive without one
- Keep the drop-off area organized
- Pass labeled items to the Sorting Team

Triage & Sorting Team


When: Immediately after donation drop-off

Volunteers Needed: 4 per day

Responsibilities


- Sort items by category and size/type
- Inspect items for cleanliness or damage
- Organize items onto racks, tables, or bins

Example Categories

 Clothing

 Sports Equipment

 Musical Instruments

 Books or Supplies

 Ticket & Credit Team

When: During sorting period

Volunteers Needed: 2 per day

Ticket & Credit Team

When: During sorting period

Volunteers Needed: 2 per day

Responsibilities

- Record donations on the intake form
- Assign swap tickets based on number of items donated
- Place tickets in labeled envelopes for each participant

Participant Confirmation Team

When: After ticket processing

Volunteers Needed: 2 per day

Responsibilities

- Confirm participant information on intake forms
- Sort envelopes by class, group, or distribution location
- Prepare tickets for Swap Day distribution

Swap Day Volunteers

When: Event Day

Volunteers Needed: 5–6

Floor Monitors

- Keep racks and tables organized
- Help participants find items
- Maintain a positive environment

Ticket Collection Team

- Collect tickets as participants leave
- Confirm participants take the correct number of items

Post-Swap Clean-Up Team

When: Immediately after the event

Volunteers Needed: 3

Responsibilities

- Bag leftover items for donation
- Break down racks and tables
- Clean and restore the space

★ **Organizer Tip**

Assign a Volunteer Coordinator to manage sign-ups and confirm all shifts are filled before the event.

EXAMPLE COMMUNICATIONS

SHORT ANNOUNCEMENT

<INSERT CATEGORY> SWAP is Coming! 🛍️🌟

Before you buy a new <INSERT ITEM>, swap with each other — for FREE! Donate gently used (or even unused) <INSERT CATEGORY> on <DATE> during morning drop-off. For every approved item, you'll get a ticket/credit to shop the swap on <DATE>. Tickets will be distributed on <INSERT DATE>.

Clean out your closet, earn tickets, shop for free, and help reduce waste! ❤️

LONGER ANNOUNCEMENT

<INSERT NAME OF ORGANIZING ENTITY> is excited to launch the <INSERT NAME OF SWAP>, a student-led <INSERT CATEGORY> swap for students at <INSERT NAME OF SCHOOL>. Students are invited to swap gently used <INSERT ITEMS/CATEGORY> with each other, completely FREE. This initiative encourages sustainability while easing the pressure to purchase new <INSERT CATEGORY>.

Students may donate gently used (or even unused) <INSERT ITEMS/CATEGORY> during morning drop-off on <INSERT DATE>. For each approved item donated, students will receive a ticket to “shop” the exchange on <INSERT DATE>. Remaining items will be donated to charity.

Volunteer sign-ups will be shared soon for students and parents interested in helping. We look forward to making this fun, sustainable event a success for our community!

SAMPLE FLYERS



**SR Middle School
Fashion Exchange**

RAFFLE!

DONATE. WIN. CELEBRATE!

**PRIZES FROM SEPHORA, ULTA,
ENEWTON, KENDRA SCOTT, & MORE!**

Every donation =
a chance to win

Name brand donations=
another chance to win

**DROP OFF YOUR DONATIONS
(DRESSES, ACCESSORIES, DRESS SHOES)
AT MORNING DROP-OFF
MARCH 16-18**

**WINNERS
ANNOUNCED ON**

QUESTIONS? CONTACT:

THE SR FASHION EXCHANGE

Help us make this exchange a success!
Bring in your gently used dresses and/or
accessories to take part in the exchange!



WHAT TO DONATE

- Dresses
- Shoes
- Jewelry -
 - Earrings
 - Necklaces
 - Bracelets
 - Rings

**MARCH 16-18
WE'LL BE COLLECTING YOUR DRESSES AT
MORNING DROP-OFF**

**MARCH 19
IS SWAP DAY!! COME SHOP THE EXCHANGE!!**

THE STONE RIDGE Fashion Exchange

What is the SR Fashion Exchange?

The SR Fashion Exchange is a clothing swap to give new life to pre-owned dresses and to reduce waste! This effort is centered around Goal III.

What type of clothing would we exchange?

We welcome any dresses in good condition; clean footwear, and accessories

What would we do with the clothes that are not swapped?

Any items that are not swapped will be donated to charity. This ensures that every donated piece continues to serve a purpose, rather than going to waste

When is the Exchange?

We will collect your donations at morning drop-off March 16-18th. The Fashion Exchange shopping event aka "Swap Day" will be March 19th