



PLANET ARK™

Second Chance Swap

Guide

**Second
Chance
Swap**



**NATIONAL
RECYCLING WEEK**

PLANET ARK



What is Second Chance Swap

Second Chance Swap is a fun fundraising event where you can snap up a few guilt free goodies and raise funds for Planet Ark.

Swap Parties are the latest way to update your wardrobe or cupboard without buying new things. At a Swap Party, a group of people get together to swap items – from clothes, toys, books and sports equipment. The phenomenon became famous with glamorous ‘swishing’ parties of high-fashion clothes, but the concept is simple and can be adapted to suit any group of people and product. It’s fun, free and green. You just:

1. Bring along good quality, clean items you no longer want,
2. Register each item in exchange for a token,
3. Browse what others have brought;
4. Then swap your tokens back for new items.

Swap Parties make acquiring new things into a fun, interactive event, which also reduces the environmental impact through recycling products. Swap Parties are easily adapted to suit any type of swap items and group of people

Swap Party Options

Stylish

Smart office wear
Accessories
Upmarket casual clothes
Wedding outfits
Jewellery

Sports

Kids and adults sports gear,
clothes & tools

Kids

Clothes, books, DVDs, games and
sports gear

Bonanza!

Books, Cds or DVDs

Environmental Benefits

Re-using takes items you have finished with and puts them back into circulation. By passing your clothes, tools, games, accessories or 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.

How to Host your Swap Party

Preparations

- Decide on the types of items you’ll swap (see previous page – Swap Party Options).
- Pick a date.
- Find a venue (make sure it’s suitable for the number of people, and, if necessary, has changing facilities).
- Send invitations to your friends, work colleagues and neighbours that explain how the Swap Party works, and what they need to bring to swap (for a downloadable swap party invitation visit [PlanetArk.org/SecondChanceSwap](https://www.planetark.org/SecondChanceSwap)). You could also ask people to bring snacks and/or drinks (if you do this don’t forget to set up boxes to collect the bottles, cans, plastic bags, corks etc used at the party)
- Arrange the display area and be creative - items like tables, chairs, racks or ladders can be used. You may need to bring coat-hangers or pegs for clothes.
- Arrange for mirrors and try-on areas if necessary.
- Prepare some music, food and drinks to get the mood going.



Did you know?

Swapping 1 suitcase (20kg) of clothes saves enough energy to run a TV non-stop for 1.7 years.

Swapping 1 box of books (25 kg) saves enough water to fill 150 spa baths.

Swapping books or clothing diverts these organic materials from landfill. In landfill they produce methane, a greenhouse gas with the global warming capacity 20 times stronger than CO₂.

At the Swap Party

- When your guests arrive, register their items and give them one Swap Token for each item they bring (download Swap Tokens at PlanetArk.org/SecondChanceSwap).
- Have copies of the Swap Party Rules printed out (download at PlanetArk.org/SecondChanceSwap), and explain the rules to each guest as they arrive.
- Decide on a time to open the Swap. An hour after all the guests have arrived usually gives people enough time to look at the items. Allow more time for a large party.
- Announce the Swap is open at the set time. After this point, guests may claim one item for each swap. If two people want the same item, place one

each of their Swap Tokens in a hat, and draw the lucky swapper or conduct a scissors-paper-rock game.

- Optional: At larger Swap Parties, you may like to ask people to hand in their tokens to the host or representative in order to claim their chosen items.

After the Party

- Congratulate yourself on holding a Swap Party and recycling all those unused items!
- Sort and place recyclables in the appropriate recycling bins.
- Take remaining recyclables to their specific drop-off locations (eg plastic bags to the supermarket). To find local locations, as well as your council services, search RecyclingNearYou.com.au.
- Donate any remaining swap items to your local second hand store. To find your closest charity store visit RecyclingNearYou.com.au/charities
- Bank the proceeds

Collection and Banking of Donations

Receipts

If participants would like a receipt to claim as a tax deduction, please mark their contact details on the receipt sheet as provided and a receipt will be sent.

Banking

All monies must be banked by one of the following methods:

- a) Directly into the Planet Ark Account BSB: 112879 Account Number: 141792363 stating coordinator name and registration number
- b) Send a cheque to Planet Ark made out to Planet Ark Environmental Foundation. Cheques can be sent to Planet Ark Environmental Foundation, Reply Paid 4, Wentworth Falls NSW 2782.
- c) Make a donation via the Planet Ark website at <https://PlanetArk.org/donate>

This must be banked under the registered coordinators name



Please complete the Banking & Reconciliation Form and fax to 02 4757 8979. We need this form to be completed so we can identify bank deposits. All monies must be received by Planet Ark by November 30 2011

Fundraising Tips and Ideas

Donations Box

Have your provided donations box displayed in a prominent position at registration. Display the sign (downloadable) asking for an affordable donation for Planet Ark from each participant

Challenge Another Office

Sydney or Melbourne? Level 7 or Level 8? Take traditional rivalries to new heights in the quest to see who can raise the most money and swap the most items at your event

Employer Match Dollar for Dollar

Approach your employer to see if they will match the staff donations dollar for dollar

Auction Items

Sometimes people will donate valuable items. If this occurs you can choose to auction the item (giving the person donating the item plenty of tickets to swap of course!) and donate the raised funds to Planet Ark

How your Fundraising Money helps Planet Ark

All money raised through Planet Ark's Second Chance Swap will be used to educate and inspire action on recycling in schools

Resources available for Second Chance Swap Events

- Second Chance Swap Invitation *
- Second Chance Swap Poster *
- Signs and Tokens *
- Swap Party Rules *
- Banking Reconciliation Form *
- Donation Box (sent with registration)

* (downloadable from website PlanetArk.org/SecondChanceSwap)

