

## STAR SWAP SHOP

Fight the January blues on  
your campus with a STAR  
Swap Shop!

The New Year is the perfect time to put on a fundraising event for STAR! With the STAR Swap Shop it is out with the old and in with the new as students swap what they don't want for what they do! The following pack is full of ideas, a plan and a poster which will help you put on an amazing fundraising event. Just pick a date, pick a venue, get advertising and GET SWAPPING...

**STAR sets up the shop and everyone brings the goods to swap!**



# ★ STAR Swap Shop ★

Fundraising is very important to STAR national as we need money to help refugees. If your STAR group would like to organise a fundraising event and help STAR continue to go from strength to strength then why not put on a STAR Swap Shop at your university!

STAR Swap Shop is a fundraising event which enables everybody to benefit from a new wardrobe, course books and games without dipping into the student loan! Sound good? Then set up your own STAR Swap Shop, and get students at your university swapping what they don't want for what they do. In this pack you will find ideas and advice to help you run your own STAR Swap Shop.

## Big Event

★ If you are going to put on a STAR Swap Shop then you will need a venue (hall, pub, house or classroom) and lots of people eager to get swapping! You will need to advertise the event, charge an entry fee and sort the clothes. You could have a raffle, a cake sale, music and even invite local vintage shops to increase the amount you raise.

First you need to decide on a theme for your swap shop, clothes is often the easiest but a music or a book swap shop can also work well, especially at the beginning of the academic year when everyone needs new things.

Once you have decided upon a theme and got a venue, you need to advertise well so that everybody brings unwanted, but clean and desirable things to swap. You could also give out novelty bags or bin liners the week before for people to bring their swaps in. Remember, without people bringing things to swap, you have no shop!

On the day, each item brought to the Swap Shop gets swapped for a coloured ticket. The colour depends on how much each item is worth. For example blue for cheap, green for medium and pink for expensive. Your STAR group then sorts the clothes into the three price ranges.

★ If you collaborate with another society on this event such as Music Soc or the Fashion Society than whilst you are doing the sorting, there could be live music or a fashion show to keep people entertained. Remember to advertise this on the posters!

Finally, when the tickets have been given out and the clothes have been sorted, everybody gets to swap their coloured tickets for something new!

## Small event

You can also fundraise with STAR Swap Shop as a smaller event in your house, at the pub or at one of your STAR meetings! All you have to do is invite friends, course mates and colleagues to get together and get swapping. Who would turn down the chance to get free clothes or books for a new academic year?

Decide on a theme, send out invitations, and get swapping. Ask for a £1 donation to STAR for each item swapped. Nothing for a new dress!

## Tips

Advertising is important, if you are doing a small event then you can probably organise it yourself or with a friend. However it is still worth while to promote what you are doing at STAR meetings and around your university, the more people that hold a STAR Swap Shop the better as it means more money fundraised and more people learning about STAR!

If you are going to make STAR Swap Shop into a big fundraiser then organise it at a STAR meeting or as a group. Have a think about different ideas that will make your Swap Shop as unique and exciting as possible. Included in this fundraising pack is an 'Event Plan worksheet'. By filling this out you will have considered everything from a venue to advertising to tickets.

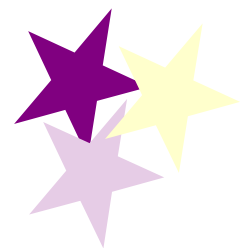
When advertising you can either make your own poster or you can fill in and use the poster included in this pack.

For help, questions and queries the STAR team is always on hand, so get in touch:

Email: [STAR02@student-network.org.uk](mailto:STAR02@student-network.org.uk)  
Phone: 02077298880



We would also love to get feedback on all your fundraising events so please fill in the feedback sheet attached and send us some pictures!



*A big thank you for all you hard work from the STAR team!*

# STAR Swap Shop

## Event Planner

Ideas for your STAR Swap Shop:

Time:

Date:

Venue:

Cost of venue:

Date venue needs to be booked by:

Minimum number of people needed to break even:

Maximum number of people allowed (venue limitations):

Expected number of people:

### Tickets

Number of tickets which need to be sold:

- Before the event:
- On the door (If you are only selling tickets on the door think about how will you ensure that people turn up?):

Tickets will be made or bought by:

- Names:
- Date:

Tickets will be sold:

- Places:
- Dates:
- Names of people selling the tickets:

Will you set a minimum amount of items that people need to bring to swap?

Advertising

Types of advertising to be used (e.g posters, leaflets, facebook):

Person responsible for poster/ leaflet:

Date it has to be completed:

Number of posters/ leaflets needed:

Start date for promotion (e.g. 2 weeks before event):

Date for facebook group to be made on:

Emails to the STAR mailing list will be sent out on:

Flyering rota

Date:                    Place:

Time	Names

Poster Rota

Building/Area	Names	No. of posters needed

Cost of advertising:

Budget

Item	Cost
Venue	
Entertainment:	
Advertising/ tickets	

Total Costs:

At the event

<u>Jobs</u>	<u>Names</u>
Set up	
Charging entry	
Look after money	
Shop floor: Accepting goods/ giving out tickets	
Shop floor: Sorting goods	
Shop floor: Swapping tickets for goods	
Entertainment	
Pack up	

Post event

<u>Jobs</u>	<u>Names</u>
Count the money	
Deposit the money	
Send out thank you email to STAR mailing list.	
Send feedback form, pictures and money to STAR	

# STAR Fundraising Pack

## Feedback and Payment Instructions Form

~~Thank~~ **Thank** you so much for fundraising for STAR! All contributions makes a huge difference to STAR and we would love to know how the money was raised and how much fun you had doing it!

This money was fundraised by \_\_\_\_\_ STAR.

This money was raised through a:

Personal/ group challenge ★      A STAR group event ★



Description of event:

Date of event:

Amount Raised:

Top tips and highlights:



### **Payment:**

Cheques: Please make payable to STAR (STUDENT ACTION FOR REFUGEES) and send to Oxford House, Derbyshire Street, Bethnal Green, London, E2 6HG

For other methods of payment pleas contact STAR



# STARS SWAP STARS

