

Move-Out Program Checklist

This document will serve as a checklist of all of the logistics to track as you plan your move-out collections and subsequent sale. Have a planner or calendar on hand as you and your group go through this list to create a timeline of your project for the year. Along the way, remember that PLAN has Move-Out specific [monthly workshops and trainings](#) online and an extensive Move-Out Manual that will guide you through every step of the planning process!

First, prioritize securing locations for the **Collection** and **Storage** of all of the stuff that will be donated. Ideally, you would have these logistics nailed down by the beginning of Spring Semester.

Storage Locations (pgs. 8 - 9)

- What campus-owned storage can you use (dorms, lounges, etc.)?
- Will you have to rent storage containers? How many?
 - Will they be placed on or off campus?
 - When will they be picked up and dropped off from the storage company?

Tip: If you are partnering with local organization(s) to help facilitate your program, ask them about any resources they can provide for storage.

Collection Locations (pgs. 11 - 12, 19 - 21)

- Will you have one centralized collection location or multiple drop-off sites?
 - What are the sizes of these spaces in terms of handling the amount of materials you expect to collect?
 - How will they be organized? (i.e. tote bins, shelving, etc.)
- What day(s) will collections be held?
 - Is the location booked for enough time to pack up & store/transport everything you receive in donations?
- Have you talked to campus officials about parking and traffic during move-out and collections?
 - Be sure to be in touch with: campus police, campus security, campus parking, and the fire department
 - Do locations have the capacity to receive vehicles picking-up and dropping-off donations?
- Have you connected with Housing on campus?
 - Connect with individual leaders at each residence area (Hall Director, Hall Council, etc.) to figure out:
 - Any special permissions, as well as keys or swipe cards, you might

- need to access collection locations located in dorms
 - A point person to be in charge of these accesses
- How will you and your volunteers communicate between collection locations?
- Who is in charge of final clean up? (i.e. your student team, Custodial services, Housing, etc.)

Sale Location (pgs. 11 -12)

If you are having a Sale in the Fall...

- What day(s) will the Sale be held?
 - Is the location booked for enough time to set up and break down before and after the sale?
- Tip: Allow about 2 days for setup and a day for cleanup.*
- Have you received a permit and any other necessary permissions from campus officials to hold the Sale?
 - I.e. Space Use Agreement, proof of fire code compliance
- Have you talked to campus officials about parking and traffic during the Sale?
 - Be sure to be in touch with: campus police, campus security, campus parking, and the fire department
- Does the location have the capacity to receive vehicles picking-up and dropping-off purchases?
 - If so, delegate a group to be coordinating this on the ground
 - If not make sure customers know they need to be able to carry what they buy!

Next in your planning are the details of the **Collection Process**, including **transportation, supplies needs**, and what you **can and cannot collect** from your donations. Work out these details throughout the first month or two of your Spring semester.

Transport (pgs. 9 -12)

- How will your transport donated materials from your collection location(s) to your storage location(s)?
 - Have you looked into moving truck rental?
 - Are there vehicles on campus that you can borrow from Transportation Services or Facilities?

- Could you utilize personal vehicles within your planning team?
- If you are renting vehicles for transporting donations, who will drive them? Is there a campus policy around this?
 - Who will be in communication with drivers and how will they stay in contact throughout collections?
 - Will they need any supplies to pick up donations (i.e. campus map, walkie-talkie)?

Routes for Collection (pgs. 19 - 21)

- Have you mapped out collection routes for vehicles?
 - Include these maps in the vehicles doing the pick-ups/drop-offs
- Consider parking, traffic patterns, and building access
 - Again, consult campus officials, as listed in “Collection Locations” above
- Will you have any larger markers throughout campus to direct pick-ups/drop-offs?

Tip: Even if you are not relying on vehicles for collection pickups, but instead on people powering roll off containers or wheeled carts, it can still be useful to map out routes for these volunteers to increase the efficiency of servicing collection locations.

Supplies (pgs. 15, 16, 19)

- List off all the supplies you anticipate needing at collection locations, including:
 - Printed materials like posters and signs to explain to students what’s going on & what items you are collecting
 - Markers & paper for impromptu signage
 - Bins and totes to collect and carry items. Make sure these are marked with your group’s information
 - Kits for members of your team picking up the donations at each collection site (i.e. maps, extra signs, dollies, etc.)
- When will you purchase or make these materials by?

The Goods (pgs. 22 - 30)

- Essentially, what will you accept for donations?
 - How will you communicate this with the campus community at collection locations, and beforehand?
- What will you do with “trouble items” that you can’t donate or resell?
 - Are you in touch with a local recycler for broken electronics, dirty mattresses & textiles, hard plastics (like broken tote bins), etc.
 - Do you have a place to send food? (You WILL get food!)

- Will you have an outlet for overflow and/or unwanted items (i.e. a local Goodwill, Savers, or other thrift outlet)?

You want to hype up your program, and make it the best it can be! Take the Spring semester to **advertise your program** and **recruit volunteers** - you'll need all the people power that you can get!

Advertising & Marketing (pgs. 13 - 18)

- Does your program or group have a logo or recognizable image that you can incorporate into all of your outreach materials and signage?
- When, Where and How will you advertise for collections? Who can you work with (beyond groups already involved in sustainability initiatives) to get the word out?
 - What are all of the major campus media outlets? (campus newspaper, flyers, tabling, email students directly, etc.)
 - How far in advance will you post flyers?
- Does it cost anything to print on campus?
- What will your social media presence be before and during collections?
 - Does your group have access to Facebook, Twitter, Instagram, Snapchat, etc.?
 - Who will be managing these presences (a Social Media Guru perhaps)?
 - Are accounts and passwords documented in a central place that is easily accessible for your team members?
- How will you document the collections as they are happening to engage people to get involved?

Tip: Keep these logistics and needs in mind for advertising your Sale in the Fall!

Volunteers (pgs. 10, 20)

- What are existing relationships that you have with other campus groups? What other student groups on campus will you reach out to (again, beyond the usual suspects)?
 - Explore campus organizations who may have community service requirements, like honor societies, fraternities and sororities, sports teams, etc.
- Are there local community groups, service organizations, churches, etc. that you can partner with for additional support?
- How will you advertise separately for volunteer recruitment on all of you flyers & social media outlets?

- What are you asking of volunteers?
 - Keep in mind that most students will be in the midst of finals, and trying to move out themselves, at the time of collections!
 - How will you ensure you have a summer team that can clean/prep/price everything for the Sale in the Fall?
- How will you incentivize volunteers? (Cool shirts? Early Move In/Late Move Out? Delicious snacks? PIZZA?!)
- Who should you talk to to secure early move in/late move out for your volunteers? (i.e. Housing, Residential Life, etc.)?
 - Is there a deadline you need to confirm all those who will arrive early/move out late?

Tip: *Keep these logistics and needs in mind for the day-of your Sale!*

Cleaning and organizing all the items you collect in preparation for a Sale is a lot of work. Your objective should be to do as much as you can with the people power that you have over the Summer, so that there's less to do when you set up for the sale. Most of the sorting, cleaning, testing (electronics) and pricing of items can be done over the course of the Summer by a few committed people who can put in a few hours a week. For a breakdown of how to prep various collected items, check out pages 22 - 29 of the [Move-Out Manual](#).

Now this is what all of your hard work to this point is leading up to: **the Sale!** Consider day-of logistics, including the **layout** of the Sale location and **volunteer roles**, as well as **advertising and marketing** leading up to the big day. Finally, how will you **wrap up** the Sale?

Logistics & Layout (pgs. 30 - 33)

- Have you physically mapped out, on paper, a floor plan of what the layout of Sale items will look like?
 - Are entrances and exits clear? Are there clear pathways for customers to walk through as they shop?
 - Is the checkout by the exit, with room for a line to form?
- Tip:** *Mark areas on the floor with tape to designate pathways, and post copies of the floor plan for volunteers to reference during setup.*
- Consider material needs for the day-of: tape, markers, pricing stickers, poster board, etc.

- Create informational signage, including “Welcome,” parking, bathrooms, check-out, “Cash Only,” “All Sales Final”, etc.
- Will you allow customers to pick-up their purchases later in the day?
 - How will you designate these items as “Sold” (i.e. labelling the items on the Sale floor OR establishing a separate area for these items to be moved to until they are picked up by the customer)?
- Will you be providing a delivery service for furniture and other bulky items?
 - Will you charge for this service? How will you track delivery schedules and routes? (*refer to “Transport” in the “Collections” section*)

Volunteers (pgs. 34, 35)

- Do you have permission from Housing to have volunteers who live on campus move in early to set up the sale?
- Are any of the local community groups or other campus organizations that you partnered with for Collections willing to provide volunteers for the Sale?
- Will you be reaching out to any new volunteers that weren’t involved in Collections?
 - Will you be having an orientation for volunteers sometime during the week leading up to the Sale?
- Do you have a place to manage volunteers the day-of (i.e. a place for them to keep their personal items, take a break, eat, meet at the beginning / end of day, etc.)?
 - Have you arranged to have food & other incentives/rewards for volunteers?

Tip: *It’s important to keep in mind how you are taking care of your volunteers, especially if they are working at the sale for 6-8 hours! Allocate space in your project budget for snacks, or reach out to local businesses for food donations.*

Advertising (pgs. 13 - 18, 37)

- When and where will you put up flyers advertising the Sale?
- Will you send out a press release for the local community and invite local media?
- How will you reach students who are home for the summer?
 - Can you integrate into existing back-to-school messaging, online and in physical form (ex. materials sent to incoming freshman, campus orientation, etc.)?
- What will your social media presence look like before and during the Sale?

Tip: *Try and get advertising materials up at least 2 weeks before the Sale!*

Clean-Up (pgs. 30, 37)

- Have you determined what you'll do with leftover items?
 - Contact local groups like shelters who may be able to take leftover items. They may even be able to send volunteers to help with break-down and cart away leftovers
- Your campus may have areas for wood or metal recycling where you can discard items like broken furniture and other hard-to-recycle materials
- Do you have fresh volunteers on call for clean up? (Expect yourself and your core team to be exhausted!)

Tip: It can be helpful to have temporary storage available after the Sale while you deal with leftovers and clean-up.