

MOVE-OUT MANUAL

CAMPUS COMMUNITY MOVE-OUT PROGRAMS

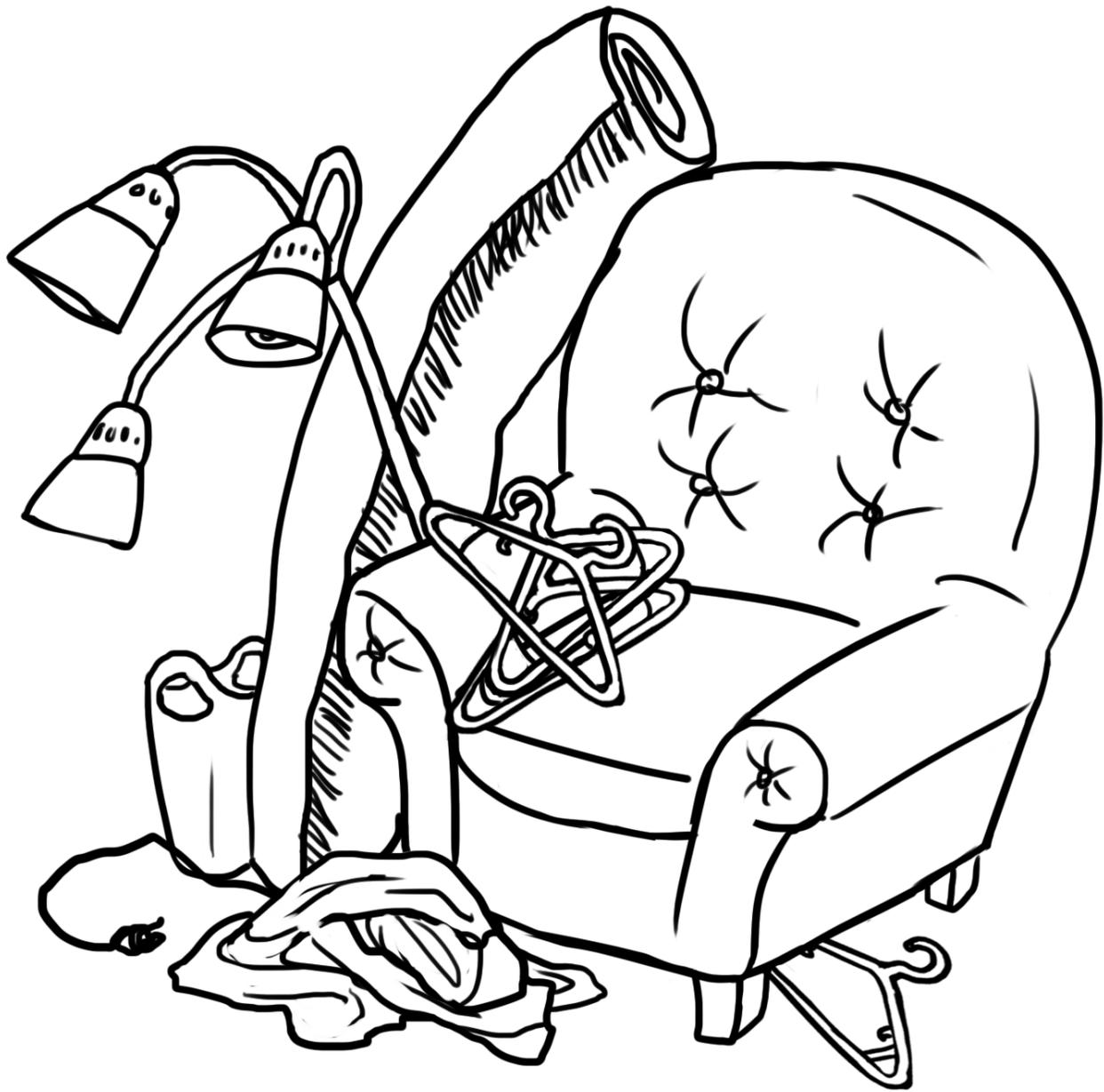


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Building Allies

Allies are crucial for the success of any program. An ally could be a custodian who knows to text your organization when a bin is full, or a department head who is willing to make space and resources available to your program. Most move-out programs should seek to develop a few allies in Housing, Residence Life, and Facilities Management. Your program may find allies off campus too. This could take the form of food sponsorship from a local restaurant, rental discounts from a box-truck company, or any creative arrangement you can think of!



Note: all campuses are different and the names of these departments could differ. You are looking to connect with folks who are in charge of **space use in dorms** and **materials flow** on campus.

Speaking To Shared Benefits

In order to build a relationship with housing, you will need to know what you are asking of them to be involved in your program. Start by looking up certain workers who you think would be interested in your new program based on their position (i.e. the Sustainability Director or a Facilities Manager). You might have to reach out to the Director of Housing first so that they can connect you with the relevant allies in their department. Asking them to schedule a meeting via email is unintrusive and a great way to begin contact with Housing. In that initial email, be sure to include key aspects of your program, such as:

- Your mission
- Brief overview of your ideal operations
- Overall goals of the project
- Benefits to them and the campus at large

When you approach Housing, remember:

Make it clear that what you are saying is just an idea—one that is open to critiques and adjustments. Don't assume you know more than the folks in Housing, as this can be a turn-off and greatly diminish your program's chances of success. Let Housing know why you care about the program and the benefits of the concept, and always keep their interests in mind.

BUILDING THE PLAN

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Planning should begin early, ideally during the Fall semester. Creating, critiquing, and finalizing a plan will ground your program during hectic times. Wherever possible, build flexibility into your plan and remain open to the ideas from other students, staff, faculty, and community partners.

- Creating a Program Timeline (pg. 18)
- Building a Budget (pg. 18)
- Transportation & Vehicle Rental (pg. 19)
- Permits (pg. 20)
- Storage for Donations (pg. 21)
- Setting a Time for the Sale (pg. 25)
- Finding a Location for Your Sale (pg. 25)

Communicating Your Plan

In the previous section, we started to explore logistical considerations and organizational strategies. While creating a robust organizational system can and should take a lot of time, it is important to remember that **if you don't effectively communicate your systems to program volunteers, they will not function as you intend.** There are multiple different ways to communicate your organizational system including:

- pre-event trainings
- orientation protocols and supplementary materials
- regular all-hands meetings
- walkie-talkies
- group-chats
- posted procedures



photo courtesy of the College of William & Mary's Dorm Mania program

Volunteer Recruitment

Volunteers are at the core of your program's success. Volunteers are a great way to spread the word about your program, and the more early preparation you do, the easier it will be to organize program participants. Designate "Volunteer Coordinators" to keep volunteers in order, make sure they can be visually distinguished from other volunteers (t-shirts and hats work great), fully understand your sorting and storage system, and can boost morale. Specific criteria for managing volunteers is outlined in this section.

RUNNING THE SALE



Finally, the day we've all been waiting for: the sale! You've organized your inventory and made plans for how you will handle aspects of the sale; now it's time to make it all happen. Give yourself a pat on the back for making it this far, but don't slow down! Get a good night's sleep and have a pre-sale breakfast with your volunteers to get them pumped and ready to make the sale a huge success!

This section will cover:

- Managing Volunteers (pg. 84)
- Throughout the Sale (pg. 87)
- Making Deliveries (pg. 89)
- Breakdown and Cleanup (pg. 90)