

Bishop's Peak Elementary School
Swap and Shop Chair
Job Description/Procedures

- Three or Four **Swap and Shops** a year seem to work. We try to give them “themes”, such as:
 - Beginning of October—Halloween and Sports
 - Mid-January—Winter clothes and rain/snow gear (this helps our 6th graders who go to Yosemite at the end of January/beginning of February, and people have the winter break to sort through stuff that no longer fits)
 - Mid-March—Spring
 - Mid-May—Summer fun and books
- **Swap and Shops** are held after school on Fridays. Sometimes there are other activities happening at the same time (i.e., Jamba Juice Friday)—the more people around the better.
- We hold **Swap and Shop** out front of the school, in the courtyard, a very accessible spot for all. If the weather is poor, we hold them under the sheltered walkways, or even in the MPR.
- Speak with Janet, or an office administrator, to plan the next **Swap and Shop date**. A reminder is included in the school’s newsletter about a week or two before the event, and we put collection boxes out in the courtyard the whole week of the event. These are really good reminders and convenient for drop off. The collection box is simply a big cardboard box labeled “Swap and Shop Collection Box”. The box contents are emptied into the storage closet and saved until the Friday event.
- A sign board is also placed out with the collection boxes reminding families of the upcoming **Swap and Shop** date and theme (if any) and letting them know that everybody is welcome and that everything is free. We ask that all items be clean and in good condition (basic guidelines being: No dirty clothes or shoes, nothing that doesn’t work, no sharp objects (i.e., knives). Removing any ladies’ undergarments has been found to be a good idea.
- The Coordinator can ask other parents (or 6th graders) to help set up. Typically on Wednesday or Thursday afternoon it is helpful to go through clothing items and begin to hang them up on the clothing rack. There are some smaller racks in the PTA storage closet for **Swap and Shops** and sometimes one is borrowed from the custodian’s Lost and Found. Some time on Friday the custodian may help bring out a couple tables so that the items may be set up.
- Immediately after **Swap and Shop** we typically go through whatever is left, keeping some items for the next event and packing the remainder into bags to be donated. We give clothes, etc, to the Family Resource Coordinator so that they will be available to all

SLCUSD families or other organizations, some books to teachers needing more for their classroom libraries, etc.

- One of the most thrilling developments of Swap and Shop is the great participation by the kids - they love shopping for items. Saving grocery or shopping bags for people to shop with is helpful.