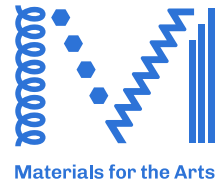


How to Organize an End-of-Year Supplies Swap at your School



Do you have supplies you don't need at the end of the year? Don't throw them away - organize a **Materials Swap**, where Educators can drop off and trade their excess materials. You never know what someone else needs!

Materials for the Arts (MFTA) is NYC's largest creative reuse center. We collect donated materials from across the city in our 25,000 square foot warehouse. This guide will show you how to collect and redistribute materials within your own school:



1. Pick a space: A classroom, a hallway, a corner of the lunchroom. Any place with enough space for people to gather and browse.

2. Set up tables: A few 6-foot tables is perfect. Cover them with tablecloths if you want to make your space even more enticing.

3. Put out empty bins: plastic bins or cardboard boxes will keep supplies organized by category.

4. Pick a time: It can be a single date or multiple days. The more opportunity for people to come, the better.

5. Promote: Hang fliers around your school – “Drop off leftover supplies in Room 101! Take what you need!” Make announcements at meetings!



6. Keep It Neat: As people drop off materials, try and keep the items sorted into categories. **This is a key step!** If the supplies are organized, other people will be more encouraged to browse and take the items they might need. The goal is to give away everything you collect!

7. Donate the Leftovers: Whatever doesn't get taken, [donate it!](#) Materials for the Arts (MFTA) accepts gently-used donations of art supplies, office supplies, and more. For questions about what MFTA accepts, email donations@mfta.nyc.gov For anything that we don't take, you can use the Donate NYC search engine: nyc.gov/donate

