



how to set up a give box



what is a give box?

why set up a give box?

planning a give box

ongoing or after the project's end

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What is a give box?

There are a few different versions of a 'Give Box' out there. These are just a few;

- A large, open cupboard, placed in a public area, where people can drop off and pick up second-hand good. People come and go as they please.
- An open shelf in a place where a lot of people go (a hotel, youth hostel, office etc), where people can leave or take books.
- A scheme where people put items for charity in a box and give/post it to the charity to sell/donate.
- A box in a closed area such as an office, village hall or library, where people can donate items for a local charity, food bank, home start service etc.

Why set up a give box?

- It encourages re-use, so benefits the environment.
- It can be used just to encourage re-use behaviour in general.
- It can be to generate donations for charity/homeless people.
- For a business such as a hotel, it can be seen as a service they are offering for guests e.g. if guests don't have a book, they are free to take one.
- For the general public, it can be a way of getting free items.

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Planning a give box

Who?

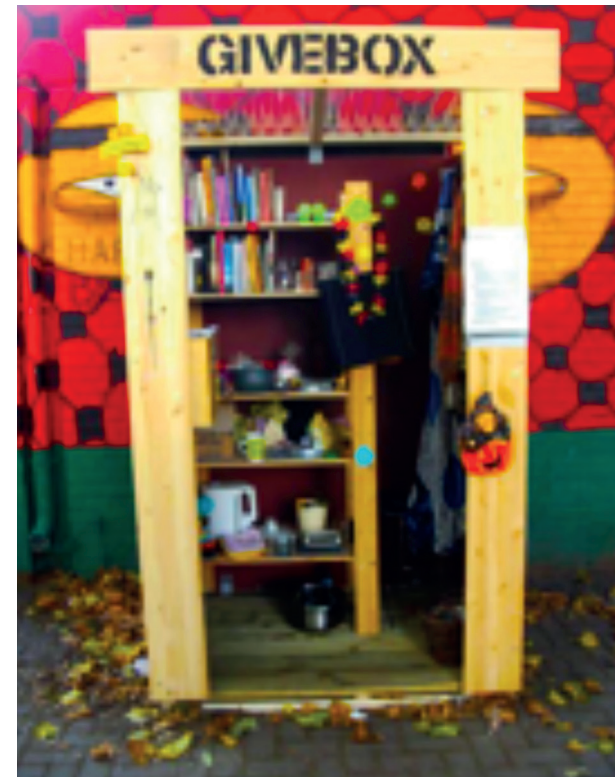
- Do you want to involve members of the local community, a closed group such as staff, or anyone?

When?

- Do you want to make it a permanent fixture, or a short-term campaign?

Where?

- Depends very much on the “Who” above, so it could be in an office, a hotel/youth hostel/ B&B, a village hall/library or somewhere that the community can access it, but it’s relatively



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safe and only open when there is someone to monitor it, or make it fully accessible 24/7, so a shed/old phone box/bus stop.



How?

- Advertise through the local press, social media, emails, posters, local radio, websites and don't forget word-of-mouth. Tell local organisations such as the council, schools, libraries etc as they may be able to advertise your facility. Invite journalists to visit.
- Have A-boards/posters/road signs/banners/bunting outside the facility if appropriate.
- Be specific about what you are collecting i.e. is it anything, books, food (in which case does it need to be tinned/long-life) etc.
- Be clear as to who the "Give Box" benefits i.e. is it for community benefit, to grow re-use, to raise funds for charity etc. If it's for charity, provide some information on the charity.

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Rules

Unless your “Give Box” is manned, it’s difficult to enforce rules, but you may want to have some suggested rules such as;

- Feel free to take one item for every one item donated.
- Make sure everything donated is of a good quality
- If you are asking for food donations, it may be that you want them to be tinned, in packets, with a certain shelf-life etc.



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Ongoing or after the project's end



- Taking photos is a good idea to keep promoting the facility (you might want to have a social media page where you can share photos, stories about the best things donated, how much money has been raised so far etc.
- Evaluation; consider forms of evaluation in order to monitor the success of the project.

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Useful links

www.samaritans-purse.org.uk/what-we-do/operation-christmas-child/

www.startupstirling.org.uk - They put boxes in some businesses where staff can donate items for this organisation.

Not in Scotland, but useful for inspiration;

givebackbox.com or
www.facebook.com/GiveBackBox

wiki.gifteconomy.org/Give_Box

sharing.maker.good.is/projects/Givebox



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Case Study

We're still looking for a really good case study in Scotland.

If you know of one, please do get in touch with us via the Recycle for Scotland website:

www.recycleforscotland.com



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