
**STOCKTON UNIVERSITY
ANNUAL REPORT FOR
2020 INITIATIVES PROJECT**

PROJECT LEADER(S):	Caitlin Clarke
PROJECT TITLE:	Stockton Swap Space
DATE:	6/18/2018
CC:	

- *The boxes below expand as needed to accommodate your notes. You may also include/submit appendices or attachments, if needed.*
- *Email a copy of this completed form to Jessica Kay, Planning Analyst at: 2020@stockton.edu or Jessica.Kay@stockton.edu.*

Please provide a summary of the project and your experience.

Activities began in February 2018. Three student workers were hired, and they built the interior of the Trading Post,* accepted and sorted donations, arranged workshops, and promoted the Trading Post to other students with assistance and support from the Project Leader. Students began to utilize the Trading Post beginning in March 2018. We have swapped, to date, well over a hundred items, not including clothing. The Trading Post was open to the campus community twice per week during the Spring 2018 term. It will open on a similar schedule for the Fall 2018 term.

*Please note that while the proposal refers to the Swap Space, in practice the space has been named the Trading Post. This report may use the two terms interchangeably, however, they refer to the same entity.

Please attach a copy of your original proposal or list your stated objectives and expected outcomes.

Objective: To foster a sharing economy on campus in order to promote campus sustainability and community resiliency by swapping gently used clothing and household goods, lending high-value items such as tools and camping equipment, and providing a space for sharing skills and knowledge.

Methods: With guidance from the Sustainability Coordinator, student assistants will coordinate activities at the Swap Space. Their duties will include:

1. Solicitation and sorting of clothing and household items.
2. Opening and running the Swap Space an estimated 2x per month.
3. Organizing and promoting Swap Space upskilling events.
4. Coordinating the lending library of tools and camping equipment, and ensuring lent items are returned in a timely manner.

Please describe the results of your project and compare them to your original expectations. Elaborate on how well your objectives were met and how they might have changed. Note any particular obstacles that may have prevented your achieving full satisfaction on desired outcomes.

The Trading Post was very successful in soliciting donations of clothing and household items from students, faculty, and staff members. We have developed partnerships with outside organizations in order to manage the volume of donations – with Goodwill and Migrant Worker Outreach. We have yet to rent out any camping equipment or tools, so this aspect will be highlighted in future promotions.

The Trading Post was open 2x per week, rather than the proposed 2x per month, to improve usage and visibility, and to make its amenities more accessible to a variety of schedules. We will continue to open 2-3x/week in fall, and in particular will plan to open on a Saturday at least every other week. This will mostly serve resident students, but may better accommodate demanding schedules.

We held 3 upskilling events with good attendance. Several planned workshops were cancelled due to weather. In the fall we will focus on having 2-3 high-quality workshops with advance payment to ensure attendance.

A planned revenue source for the future is raffled high-quality items. If something desirable is donated, we will sell raffle tickets at a fraction of the item’s value, to encourage participation and attendance.

Please list any follow-up actions (publications, presentation venues, etc.)

Establish a Trading Post Instagram account to highlight the high-value, fun, or quirky items we have available, and further promote the Trading Post and its amenities and workshops.

We also plan to partner with Residential Life to target promotions toward First Year Students.

Are you recommending the continuation of this project? If so:

- **What are the next action steps you foresee or recommend?**
- **What are the expected budget requirements going forward?**
- **Please identify the program, department, or division you should be working with to secure continuation of funding for your project.**

[Note: continuation proposals must be approved and incorporated into the appropriate budget process.]

Action steps identified in the section above above will further establish the Trading Post as a campus amenity and community space.

Funding remains for FY 19 for student worker payment.

Other funds for necessary supplies will be minimal and will be sourced directly from the Trading Post, also described above.

If necessary, at the end of the project period we will petition NAMS for student worker payment money. Otherwise the project will be self-sustaining.

FINANCES: Based on your proposal, please outline below how the award has been spent.		
	Amount	Notes/Comments
Beginning Budget Balance as of:	\$	
Salary Expenditures		
• Stipends	\$ 250.00	
• Full-time staff salaries	\$	
• Full-time faculty salaries	\$	
• TES salaries	\$ 1742.50	
• Fringe Benefits	\$	
Total Salary and Fringe Expenditures	\$	
Non-Salary Expenditures (<i>supplies, travel, etc.</i>)		
• Printing	\$ 5.40	
• Supplies	\$ 3062.08	
• Promotional Items	\$ 1284.69	
• Signage	\$ 192.00	
•		
	\$	
Total Non-Salary Expenditures	\$ 4543.48	
Total Salary + Non-Salary Expenditures	\$ 6535.98	
Ending Budget Balance as of:	\$ 964.02	

If there are remaining expenditures required to complete the project, please itemize them with expected amounts and timing for payment.

IMPORTANT: *Unused funds will revert to the general 2020 Initiative Fund at the end of the fiscal year if not approved and encumbered for project costs.*

Item	Expected Amount	Expected Timing for Payment
Total		