Indiana University Office of Sustainability

Academic Year Internship Final Report 2014

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With past coordinator contributions to background material

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Why a Community Sale?

The mass exodus of thousands of students leaving Bloomington in a hurry at the end of the school year leads to literal TONS of stuff left behind. Not only do tens of tons of reusable items end up in the landfill, the environmental costs related to transportation of these items in trucks with LESS THAN 10mpg, over 60 miles to Terre Haute, IN are extraordinary. Hoosier to Hoosier is an attempt to divert these reusable goods from the landfill during student move-out, while preventing additional resource consumption by selling collected items to students and community members, and raising funds for local charities and other organizations.

Local organizations that accept donated items are often overwhelmed by items during the end of the school year rush, which is where Hoosier to Hoosier (H2H) takes on the excess. By helping students avoid fees for goods left behind and saving landfill space, all for a good cause, the H2H initiative has attempted to fill a niche once sparse with sustainable behavior.

History of H2H

Under Steve Akers’ direction, Residential Programs and Services (RPS) had been collecting reusable items in the residence halls for local charities including Backstreet Mission, Teachers’ Warehouse, and Salvation Army, since 2002. Then, in 2009, an intern named John Patishnock with a vision of a sustainable move-out process was hired through the IU Office of Sustainability. Inspired by the Trash to Treasure Sale at his alma mater, Penn State, armed with a student-won grant, and paired with RPS’s Steve Akers and City of Bloomington’s Jacqui Bauer as mentors, the first Hoosier to Hoosier Community Sale process was begun. One notable
difference of H2H from the inspiration sale, however, is the focus on all students, both on- and off-campus. After all, 75% of students at IU live off-campus. By focusing on all students, H2H aims to divert the entire waste stream associated with their move-out.

The first sale, held in August 2010, raised $10,469 in gross revenue and diverted approximately 20 tons from the landfill. Throughout the summer, over 100 volunteers helped coordinate the sale, which drew over 900 shoppers.

The second year of the community sale, held August 20, 2011, raised $17,603, diverted 27 tons from the landfill, and with the help of over 200 volunteers, attracted over 1,800 shoppers.

The third year of the community sale, held August 11, 2012, raised about $29,000 and diverted 35 tons from the landfill. About 2,500 people came to the sale and we had about 260 volunteers.

The 2013 H2H sale raised a gross $32,800, diverted about 45 tons from the landfill, and attracted over 2,500 shoppers. The donations were split amongst Indiana University, including Residential Programs and Services and the Office of Sustainability, City of Bloomington’s Department of Economic and Sustainable Development, and Habitat for Humanity of Monroe County. There were also six partner organizations that participated in the new incentive program that earned between $300 and $600 for their organization or philanthropy.

Structure of H2H
H2H is currently a partnership between Habitat for Humanity of Monroe County, City of Bloomington and Indiana University through the Office of Sustainability.

Steve Akers continued leading the Indiana University Residential Programs and Services side of the collection effort but was not able to be involved in the mentoring or H2H steering process as of December 2013. Habitat for Humanity ReStore of Monroe County continued and increased their involvement in this year’s sale preparation as Carmela Garcia stepped up as the second mentor and head of the Logistics Committee.

Goals
This year’s goals were to increase donations from Greek and off-campus housing as well as expand the volunteer compensation program and more efficiently utilize volunteers recruited through the compensation program.

Most of the items collected by H2H are from the residence halls, which house nearly 10,000 students (http://www.rps.indiana.edu/aboutrps.cfm?page=facts) but the almost untapped Greek houses are home to approximately half that amount with 5,000 members (http://www.indiana.edu/~gogreek/aboutgreeklife.html).

The volunteer compensation program was initiated in 2013 and incentivizes local and charitable organization members to volunteer their time by monetarily compensating them in proportion to their hourly contribution to the program. Organizations were required to apply online by the application deadline and 5-6 organizations were accepted based on application criteria and previous volunteering experience. Last year $3500 was awarded to organizations that pledged between 30 and 60 hours to earn $10 per hour for their own or another charitable or local organization. This year the maximum number of hours have been increased to 100 hours making it possible for each organization to earn up to $1000 for a maximum budgetary program cost of $5000.

This year, we have also initiated a sponsorship program with tiered levels at which organizations or community members can donate support in the form of money or services and will be rewarded with recognition during the summer and sale day.

2014 Committees
The Hoosier to Hoosier Community Sale is organized and carried out by an enormous number of volunteers. A few of these volunteers serve on one of two committees—The Education & Outreach Committee and Logistics Committee, led by Jacqui Bauer and Carmela Garcia, respectively. These committees meet as needed (usually every other week) and are indirectly guided throughout the process by the Steering Committee, comprised of representatives from IU Office of Sustainability, City of Bloomington, and Habitat for Humanity.

**STEERING COMMITTEE**

The Steering Committee met about once a month and dealt with general sale guidance. Subcommittee heads reported to all members about topics ranging from sale goals, organizational structure, budgetary items, etc. The 2014 academic year steering committee included:

- Heather Oslund, IUOS Academic Year Intern & Sale Coordinator
- Jacqui Bauer, Outreach Committee Chair & City of Bloomington Sustainability Coordinator
- Carmela Garcia, Logistics Committee Chair & Monroe County Habitat for Humanity ReStore Manager
- Bill Brown, Director of Sustainability for Indiana University
- Emilie Rex, Assistant Director of Sustainability for Indiana University

**LOGISTICS COMMITTEE**

The Logistics Committee, led by Carmela Garcia, discusses and decides upon topics including residence hall, Greek, and off-campus collections; sale venue; trailer and truck reservations; pre-sorting; supplies; bedbug inspection; sale mapping and item pricing.

Members include:

- Carmela Garcia, Logistics Committee Chair & Monroe County Habitat for Humanity ReStore Manager
• Heather Oslund, IUOS Academic Year Intern & Sale Coordinator
• Nick Welch, Monroe County Habitat for Humanity ReStore Assistant Manager
• Noma Maier, IU UITS Staff & Community Member
• Melinda Seader, Owner of World Automotive Services
• Dianne Henshel, IU SPEA Faculty
• Sandy Myers, Monroe County Habitat for Humanity ReStore Volunteer Coordinator
• TJ Carter, IU student
• Kellene Quillen, IU student
• Sara Minard, IU Doctoral Student & Instructor

Education & Outreach Committee

The Education & Outreach Committee, led by Jacqui Bauer, met approximately every three weeks and handles topics such as publicity language, and the overall publicity plans for donation, volunteer recruitment, and sale day. The media involved included the H2H website, posters, local media, social media, and more. Members included:

• Jacqui Bauer, Outreach Committee Chair & City of Bloomington Sustainability Coordinator
• Heather Oslund, IUOS Academic Year Intern & Sale Coordinator
• Emilie Rex, Assistant Director of Sustainability for Indiana University
• Jenny Gibson, Bloomington Animal Shelter
• Melinda Seader, Owner of World Automotive Services
• Bettina Kehoe, Community Member
• Elizabeth Izzo, Community Member
• Margie Hershey, IU Faculty
• Diane Henshel, IU Faculty
• Bet Savich, City of Bloomington
• Michelle Lee, IU Community

Process Details

Collection

Collection efforts began on campus this year on April 27th in the residence halls, which was followed with pre-sorting on May 8th and 9th and then picked up May 12-16th. Donation locations were located in floor lounges and/or center buildings.
Trucks used for collection through May 19th were:

<table>
<thead>
<tr>
<th>Source</th>
<th>Truck Type</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeanne Walters</td>
<td>Box</td>
<td>May 8, 12-16</td>
</tr>
<tr>
<td>Jacqui Bauer</td>
<td>Small Pick Up</td>
<td>May 12-16</td>
</tr>
<tr>
<td>Budget – Sponsored by Jeff and Raelene Oslund</td>
<td>Box</td>
<td>May 16, 17, 18</td>
</tr>
<tr>
<td>Habitat ReStore</td>
<td>Box</td>
<td>May 12, 19</td>
</tr>
<tr>
<td>Duke Energy</td>
<td>Pick up</td>
<td>May 12th</td>
</tr>
<tr>
<td>Duke Energy</td>
<td>Pick up</td>
<td>May 12th</td>
</tr>
<tr>
<td>Duke Energy</td>
<td>Flatbed</td>
<td>May 12th</td>
</tr>
</tbody>
</table>

Collections will continue through the summer on designated pick up days. Pick ups can be scheduled through the google form posted on the website, h2h.indiana.edu, or by emailing h2h@indiana.edu.

**Sorting & Storage**

Pre-sorting was done in the residence halls on May 8th and 9th where volunteers met and sorted the items within the collection areas.

This year The Warehouse allowed H2H the use of a portion of the sale area for storage as soon as collections started. This allowed for decreased costs and item damage, as storage trailers were unnecessary. Sorting of items within The Warehouse is also way ahead of schedule compared to previous years since all items are in one spacious, easily accessible location.

**Sale Days**
The sale will be held at The Warehouse on 1525 S. Rogers Street, on August 23rd and 24th, 2014. The extension of the sale into 2 days rather than one is a new step for H2H. This will allow for possible increased revenue from the sale of clothes since they can be reorganized (such as sorting by size, etc.) at the end of the first sale day and more easily found on the second sale day. In past years, clothes are the majority of what was left at the end of the sale and therefore an opportunity to increase revenue. The likely issue that led to this was that clothes were stacked on tables and ended up in piles that had to be dug through. With the generous building and donation of clothing racks by Melinda Seader, this should also help to increase the revenue from clothing sales.

Results

More than 20 organizations applied for the volunteer compensation program. The six that have been chosen to participate this year are:

- Bloomington Animal Shelter
- Bloomington Figure Skating Club
- Middle Way House
- Bloomington Heartland Roller Girls
- IU Dance Marathon
- Btown Boxing Club

With the help of Andrew Carty, the IUOS Greek Liaison, who solidified the Greek sustainability chairs this year, we were able to collect from a number of Greek houses and foresee increased participation from Greek houses in the future as long as this relationship is maintained and grown.
Recommendations

- Set up a shuttle between campus and The Warehouse if it will be held at that location to increase student involvement
- Meet with Greek houses earlier (March at the latest) and try to get on their “points” list for service
  - they will all be moved out by the end of finals week
- Begin individual pick ups starting finals week
  - Many of the Campus Apartments (that RPS does not facilitate collections at) are moving out this week
  - This will require recruitment of a lot of non-student volunteers due to it being finals week
  - This is also the week that Greek houses move out
- More volunteers and trucks are needed the week of residence hall pick ups
- Identify all of the publicity outlets, listservs, etc.
- Find a way to educate students and promote consideration of the impacts of their purchases

Conclusion

The Hoosier to Hoosier Community Sale has become a part of community culture. There are already people asking about what will be available at next year’s sale. It is an important resource for IU students who need a cheap alternative to purchasing items at Target or who want to donate their items but need a convenient means to do so. It has also become important within the Bloomington community as a place to find used items and also for organizations to earn money. This sale is important and should be continued for the indefinite future.

Appendices

A. Timeline
November
- 21st - first steering committee meeting
- Work Plan developed
- Ideas and past experience researched
- Define outreach plan for November through April

December
- Determine kick off meeting date
- Determine sale date
- Update publicity materials and plan for distribution
- Determine sale date

January
- Kick – off meeting
- Committees formed

February
- First committee meetings
- Develop publicity materials and plan methods of distribution
- Have sale location, trucks and storage reserved
- Determine volunteer recruitment and tracking strategies

March
- Get in touch with Greek houses via IUOS Greek Liaison
- Locate workflows for sorting and collecting

April
- Increase publicity
- ReSale Trail Partnerships
- Dorm and Apartment Collections begin

May
- Begin working with summer intern
- Residence Hall pre-sorting
- Residence Hall collections
- Greek house collections
- Off-campus collections

B. Presorting Instructions
May 8-9th, 2014: Residence Hall Sorting Volunteer Info

Please keep all items as neat and clean as possible—since all items will be sold, they must be presentable. Please judge if items are salable. If you are not sure, set aside—this is a waste diversion project as we roast throwing away items.

Supplies & Questions – See your assigned center contact person.

Sort wearables/textiles items by type:

- WOMEN’S - shirts, pants/shorts, skirts/dresses
- MEN’S - shirts, pants/shorts, socks/pajamas
- accessories (belts, hats, bags, etc.)
- shoes
- IU Gear
- bedding & towels
- holiday

a. Stained, damaged clothing
   - Throw unsalable clothing in a “rag bag”. If unsure, set aside.

b. "Orphaned" items (shoes, socks, or gloves missing a match, etc.)
   - Set those and items with an unclear purpose together in case their matches turn up.

c. Bras
   - Please keep separate as they will go to a special donation link.

d. Shoes
   - Rubberbands or tie laces together

e. Once sorted, fold and bag clothing. Legibly label each bag with tape by type.
   - i.e. Men’s pants, Women’s tops, Children’s clothes

Appliances/Electronics

a. CLEAN as needed (e.g. inside refrigerators, microwaves, etc.)


c. Label as working or not working.

Food items

a. Perishable or open items should be thrown away.

b. Non-perishable, unopened item should be collected for Hoosier Hills Food Bank.

Sort and CLEAN other items (some of these items may go in boxes)

a. Hangers (tie or rubberband together in bunches of 10)

b. Kitchen items: dishware, silverware, drinkware sets together
   - (Keep sets together and set aside for proper packing and storage, if necessary)

c. School Supplies & books
   - (Collect pens/pencils/writing utensils together, and collect other office supplies separately)

k. Storage (CLEAN and stack)

l. Housewares (CLEAN trashcans, sort other items—okay if opened)

i. Personal Hygiene (opened & unopened okay)

j. Toys, exercise, rugs, mirrors, etc.

k. Rag Bag (ratty t-shirts, torn towels, etc.)

Recycle items (papers, containers) as appropriate.

*All items belong to Hoosier To Hoosier and may not be taken. The proceeds will benefit charity.*
Hoosier to Hoosier (H2H) is a reuse program that aims 1) to divert reusable items from the landfill during student move-out, 2) to prevent additional resource consumption by selling collected items to students and community members in order 3) to raise funds for local charities and other organizations.

In 2014, the sale will take place for two days: Saturday, August 23 from 8am - 1pm and Sunday, August 24 from 11am - 2pm at the Warehouse, 1525 S Rogers St, Bloomington, IN 47403. Hoosier to Hoosier is a partnership between Indiana University Office of Sustainability, City of Bloomington and Monroe County Habitat for Humanity.
D. Incentive Program Application Form

H2H 2014 Volunteer Compensation Program Application

The Hoosier to Hoosier Community Sale is looking for organizations to recruit volunteers!

H2H will offer approved organizations compensation in the amount of $10 per hour of volunteer labor. Organizations must supply at least 30 hours of labor to qualify for this compensation, and may supply up to 100 hours (for a maximum of $1,000). Organizations will be selected on the basis of when volunteers are available, number of hours available, and other factors.

Recipient organizations must be charitable organizations, ideally 501(c)(3) tax-exempt organizations. Your group may generate funds on behalf of another organization - just provide information on both organizations below.

Deadlines:
Applications to participate in the volunteer compensation program are due by

15
Additional information available at hsh@indiana.edu.

Organization or group name:
Fund recipients must be charitable organizations, ideally 501c(3). If you will be generating funds for another organization, note their name in the next question.

Name of proposed fund recipient organization (if different):
If your volunteers will be generating funds for an organization other than your own, list them here.

Primary contact person for the organization providing volunteers:

Phone number:

Email address:

What times is your group interested in volunteering?
- May 8-9 (presorting in residence halls)
- May 12-15 (picking up donations from residence halls)
- Mid- to late May (donation pickups, sorting, sale prep)
- June (donation pickups, sorting, sale prep)
- July (donation pickups, sorting, sale prep)
- August (donation pickups, sorting, sale prep)
- August 23 - 24 (sale days)

Does anyone in your group have access to trucks or trailers that can be used for donation pick ups?
Equipment is not required to participate.
- Yes
- No

If yes, please provide details here.

Estimated number of volunteer hours your group will provide.
The maximum number of compensation hours for each group is 100.
Does your group or individuals within your group have limitations that might affect their ability to move heavy items?

Note any physical or other limitations below.

Additional comments or questions:
Volunteer for the Hoosier to Hoosier Community Sale!

H2H is entirely volunteer-powered. Thank you for being a part of this event!

* Required
First Name *

Last Name *

Email Address *

Phone Number *

Affiliated group (if relevant)
Please note if you are participating as part of a group (e.g. the Bloomington Figure Skating Club, IU Dance Marathon, etc.)

Volunteer Age *

☐ I am at least 18-years-old
☐ I am between 16-18 years of age
Emergency Contact Number *

What dates can you volunteer? *
Our current volunteer needs are to help with donation pick ups/loading and organizing donations. **Please note that stared times are NOT eligible for the Volunteer Compensation Program.**

- [ ] I'd like to organize a group to do donation pickups for a day (5-10 people recommended, truck helpful but not required)
- [ ] Friday, June 27, 9am-12pm*
- [ ] Friday, June 27, 1pm-4pm*
- [ ] Saturday, June 28, 9am-12pm (donation pickups)*
- [ ] Saturday, June 28, 12pm-3pm (donation pickups)*
- [ ] Monday, July 14, 9am-12pm*
- [ ] Monday, July 14, 1pm-4pm*
- [ ] Monday, July 21, 9am-12pm*
- [ ] Monday, July 21, 1pm-4pm*
- [ ] Friday, July 25, 9am-12pm*
- [ ] Friday, July 25, 1pm-4pm*
- [ ] Saturday, July 26, 9am-12pm
- [ ] Saturday, July 26, 12pm-3pm
- [ ] Saturday, August 23, 7:30am-10:30am
- [ ] Saturday, August 23, 10:00am-1:00pm*
- [ ] Saturday, August 23, 1pm-4pm
- [ ] Sunday, August 24, 10am-1pm
- [ ] Sunday, August 24, 12:30pm-3:30pm
- [ ] Keep me posted on upcoming volunteer opportunities!

Hoosier to Hoosier Liability Waiver *
ASSUMPTION OF RISK AND RELEASE OF LIABILITY This Assumption of Risk and Release of Liability pertains to the undersigned's voluntary participation in the "Hoosier to Hoosier Move-out Sale" ("Event") being facilitated by The Trustees of Indiana University on behalf of the Office of Sustainability located on the Bloomington, Indiana campus on various dates throughout the months of May, June, July, and August, 2014. I, the undersigned, state that I wish to participate in the "Event" and that my participation is wholly voluntary. In consideration of the opportunity to participate, I hereby state: 1. I understand that certain risks, both known and unforeseen, are inherent in an "Event" of this type and that I fully accept those risks. These risks may include, but are not limited to, such things as lifting of heavy objects, strains, sprains, cuts, bruises and broken bones, incidents related to my own medical condition, and other physical, mental, and emotional injury. 2. I understand and agree that my participating in the "Event" is being done on my own personal time and is not subject to the Worker's Compensation Laws of the State of Indiana. 3. I understand and agree that Indiana University does not provide insurance to cover medical expenses for injuries that may be sustained by my voluntary participation in the "Event", or for damage to my personal property, and that Indiana University strongly recommends that I carry my own health, medical and property insurance for purposes of potential losses related to my voluntary participation in this Program. 4. I release and fully discharge The Trustees of Indiana University, its officers, agents and employees, from any and all liability in connection with my participation in the "Event", for or on account of any injury to or illness of my person or death, or for or on account of any loss or damage to any personal property or effects owned by me.
- [ ] I have read and understand.

Hoosier to Hoosier Photo Release *
Full permission and authority, including assignment of all rights of publicity, are hereby granted without recourse by the undersigned to the Trustees of Indiana University and its duly appointed representatives to use the likeness of the individual signed below for publicity in any fundraising, educational, public relations and other publication purposes for IU.
- [ ] I have read and understand.
Acknowledgment of Policy Regarding Children
I hereby acknowledge that I am not allowed to supervise or be alone with minors (individuals less than 18 years of age) unless I have completed a successful background check performed through Indiana University which found me to have no criminal history that would preclude me under Indiana University standards from working with minors. 2. Children less than 16 years old are not allowed to volunteer, and if I bring a child/children between 16-17 years old he/she/they will be under my direct supervision for the duration of the volunteer activity. 3. I have been provided access to Indiana University’s policy on programs involving children: http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml

□ I have read and understand.

Electronic Signature *
Type your full legal name.

Legal Guardian's Signature
If you are 16 or 17 years old, your legal guardian’s must write his/her full name here. Volunteers between 16-17 years of age MUST be accompanied by a parent or legal guardian. Children under 16 are not eligible to volunteer.

Questions/Comments

Submit

Never submit passwords through Google Forms.

Powered by Google Docs
Report Abuse - Terms of Service - Additional Terms

F. Pick-up Request Form Sample

Request a Pickup
Don't have transportation for your stuff? Want to donate to H2H? Give us your information and we'll work with you to schedule a pickup!

* Required

Name *
Please provide your name, first and last.

Email Address
Please provide your email address.

What items would you like to donate? *
Please give a detailed list of what you need to be picked up. Please note that we do not accept mattresses or box springs.
Where are the items located? *
- First floor
- Second floor
- Third floor or higher
- Garage
- Porch
- We will move curbside for pickup
- Other: 

What is your address? *
Please provide your street address. We ask that donations are brought to the lower level of your residence.

What is your phone number? *
555-555-5555

Do one of these days work for you? *
These are our upcoming pickup days. If none of these days fit your schedule, please consider dropping your items off to us or donating to another local group such as Restore or St. Vincent de Paul.
- Saturday 6/28
- Saturday 7/12
- Saturday 7/26
- Saturday 8/16
- Other: 

Submit
Never submit passwords through Google Forms.
Classroom Slide

Moving? Have too much stuff?
Donate it! May through August
Residence hall collection: April 28 – May 8
Donate over the summer: h2h@indiana.edu
Like us on Facebook and follow us on Twitter @IUH2H
tinyurl.com/iuh2h
This year’s sale will be August 23rd & 24th!
Volunteers also needed!
Proceeds benefit Habitat for Humanity and city and campus sustainability programs

Greek Donation Flyer

We accept:
Lamps, Clothes, Furniture, Books, Electronics
Bags, School Supplies, Bedding, Cleaning Supplies
Decorations, Toiletries, Jewelry, Non-perishable food

We do NOT accept:
Mattresses, Soiled, broken, unusable items, Children’s Items, Pets

Drop off items in your house’s collection area or Take them to a participating residence hall
tinyurl.com/iuh2h
Volunteers needed, too!
This year’s sale will be August 23rd & 24th!
Like us on Facebook, follow us on Twitter @IUh2H

Supported by Indiana University, City of Bloomington, Habitat for Humanity, and community members.