

STARTER KIT

# SHARING STUFF



SHARING USEFUL THINGS WITH OTHERS

a sharing community  
*Pumpipumpe*

a sharing community  
*Pumpipumpe*  
www.pumpipumpe.com



Partager et  
participer  
- pour une  
meilleure de nos  
voisins et vous!

Take part in Pumpipumpe and  
share your everyday items with  
your neighbours - for a consistent  
improvement of our resources  
and a lively neighbourhood!

PREMIER CA  
Partager et  
participer  
- pour une  
meilleure de nos  
voisins et vous!

THIS IS HOW IT WORKS  
Put your stickers onto your  
mailbox to show your neighbours  
what they can borrow from you.  
Give the remaining stickers to  
your neighbours - this way you  
will meet people right away  
who have items you don't have.  
Actively spread the word  
about Pumpipumpe. The more  
households that participate,  
the better it works!

ICI  
Partager et  
participer  
- pour une  
meilleure de nos  
voisins et vous!

HERE ARE SOME TIPS  
- Enter your stickers in our online  
map and start sharing with  
your extended neighbourhood  
from pumpipumpe.com  
- Order our Support Kit and  
spread Pumpipumpe actively in  
your area, or even launch  
Pumpipumpe Festival!  
- Be part of Pumpipumpe and  
join our association.  
- Share your lending experience  
or a picture of your mailbox  
with us @pumpipumpe

# ABOUT THE PROJECT

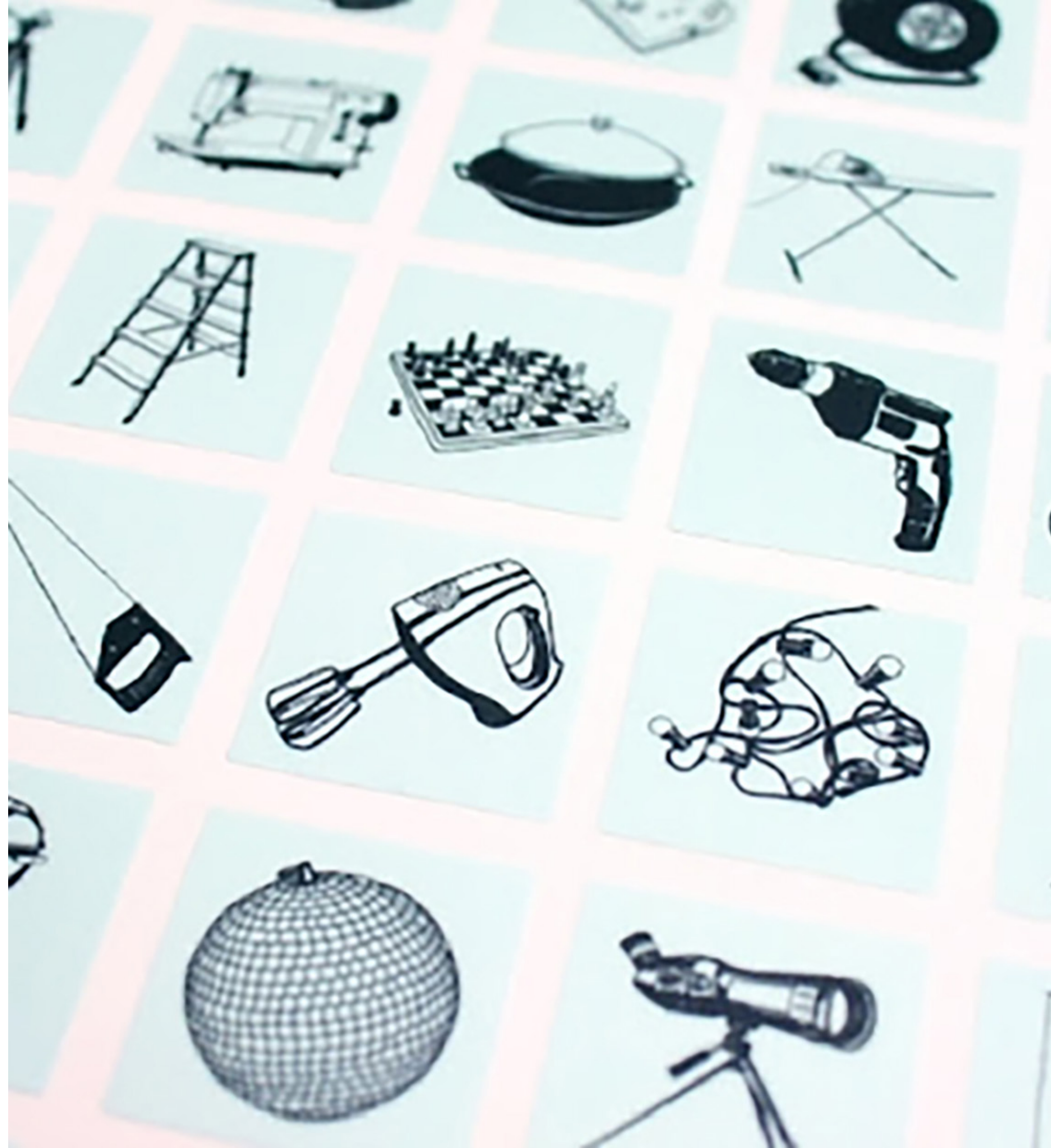
Have you ever had to buy something just to use it once? Do you have things around the house that you haven't used in ages?

In your draws and cupboards you probably have something useful to someone on your street, so why not share and borrow?

If you're happy to lend your neighbours cooking equipment, party decorations or D.I.Y tools, or if you'd like to share your book library with others, you can start this project with little effort! It's a great way to save money on unnecessary items and connect with your neighbours.

Inside this Starter Kit you'll find stickers for you to put in your front window or on your door to let your neighbours know you are ready to start sharing stuff.

Your local shop team will help you take the first step, with lots of tips on how to organise on your street!

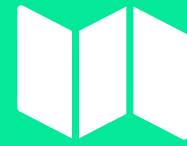


# WHAT'S IN THE KIT



5

STICKER  
PACKS



PROMOTIONAL  
MATERIALS



SUPPORT



WORKSHOP  
& TRAINING



INSURANCE



# WORKSHOPS & NETWORKS

To help with the planning and organising of your Tomorrow Today Street, a number of workshops have been designed and scheduled across a 5 week period. These workshops will be scheduled at different times and repeated each week so everybody has a chance to join in!

Workshops will be informative and informal, guiding you and your neighbours through the nitty gritty details of the projects work and how you can start them on your street.

Follow the link to keep updates: [https://www.facebook.com/pg/weareeveryone.org/events/?ref=page\\_internal](https://www.facebook.com/pg/weareeveryone.org/events/?ref=page_internal)

## HOW TO ORGANISE TOMORROW TODAY STREET

How to plan and organise a Tomorrow Today Street with your neighbours. Learn how to get others involved in your neighbourhood and start a team. We'll go through ways to asset map ideas to get you and your project started.

Some of the projects require online Health and Safety training which we will explain how to carry out and complete.



## HOW WE WORK

Learn about our principles and how they can help you to make your project inclusive and welcoming to all of your neighbours as the project grows.



## DIGITAL BRIEFINGS

Introduction to the digital tools you can use to support the Tomorrow Today Street projects. We'll go through the uses of different social media platforms and softwares, and follow easy steps.





## INTRO TO SHARING STUFF

If you are interested in thinking through how Sharing Stuff could work where you live, join this session to consider some of the principles of sharing and map the things you're happy to lend. We'll look through the stickers and also create a directory of items available to borrow.



## SHARING STUFF SOCIAL MEDIA

Variety is key in this project. The wider the variety of things available for loan, the greater chance there is that people will find what they need. The more people can borrow instead of buying, the better for their pocket and the planet.

So a big part of the Sharing Stuff street team will be to promote what's available and encourage more people to sign up and share their things. This could be a mailing list, updates on facebook groups or a social media account. Consider which option is right for you.



## ADAPTING SHARING STUFF FOR WHERE YOU LIVE

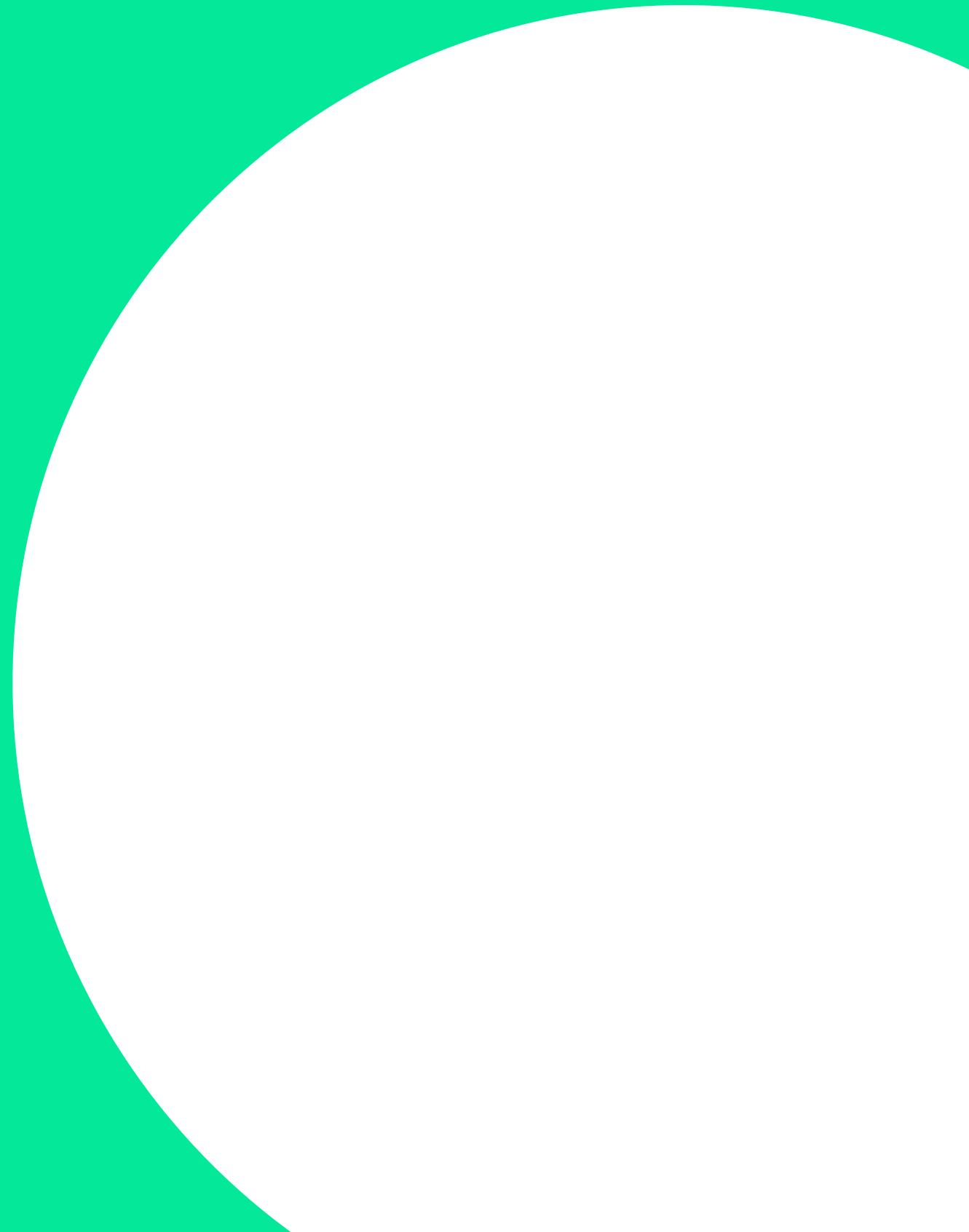
Sharing stuff with our wider community is a relatively new idea, so once you get started loaning and borrowing things, you'll learn lots about what works best where you live.

It could be that you would like to focus on some of the more popular items or you might like to organise your time differently, hosting Sharing events on a regular basis. This is a useful time to consider models from elsewhere and test what works for your group.





# THE BIGGER PICTURE





# ABOUT EVERY ONE EVERY DAY

For the past two years Every One Every Day has been working with people across the borough, joining together to share skills, start projects and make friends. Residents have been pouring their creativity and energy into these projects, ranging from cooking, making, sewing, playing, growing, sharing, composting, film and writing.

## WHAT IS EVERY ONE EVERY DAY ABOUT?

There are five high street shops around the borough and one large public makerspace called The Warehouse in Thames.

People pop in to have a cup of tea and share their project or collaborative business idea and then work with the design team.

Over the last two years the project has grown a large enthusiastic network of over 6000 local people, who are doing practical things together to make everyday life better for everyone.

So far more than 150 neighbourhood projects have started with lots of local people participating, with as much or as little support as needed, including cooking, beekeeping, growing, making, repairing and much more.

Many small things done by many people really add up, and really do make friendly, healthy and happy neighbourhoods.

Lots of wonderful things are being achieved by local people, families, friends and neighbours!

## HOW DOES EVERY ONE EVERY DAY WORK?

Practical hands on ideas – not lots of meetings Every One Every Day builds on the ‘hands on’ projects that people have been creating over the last few years in their own neighbourhoods. These types of projects welcome people from all walks of life.

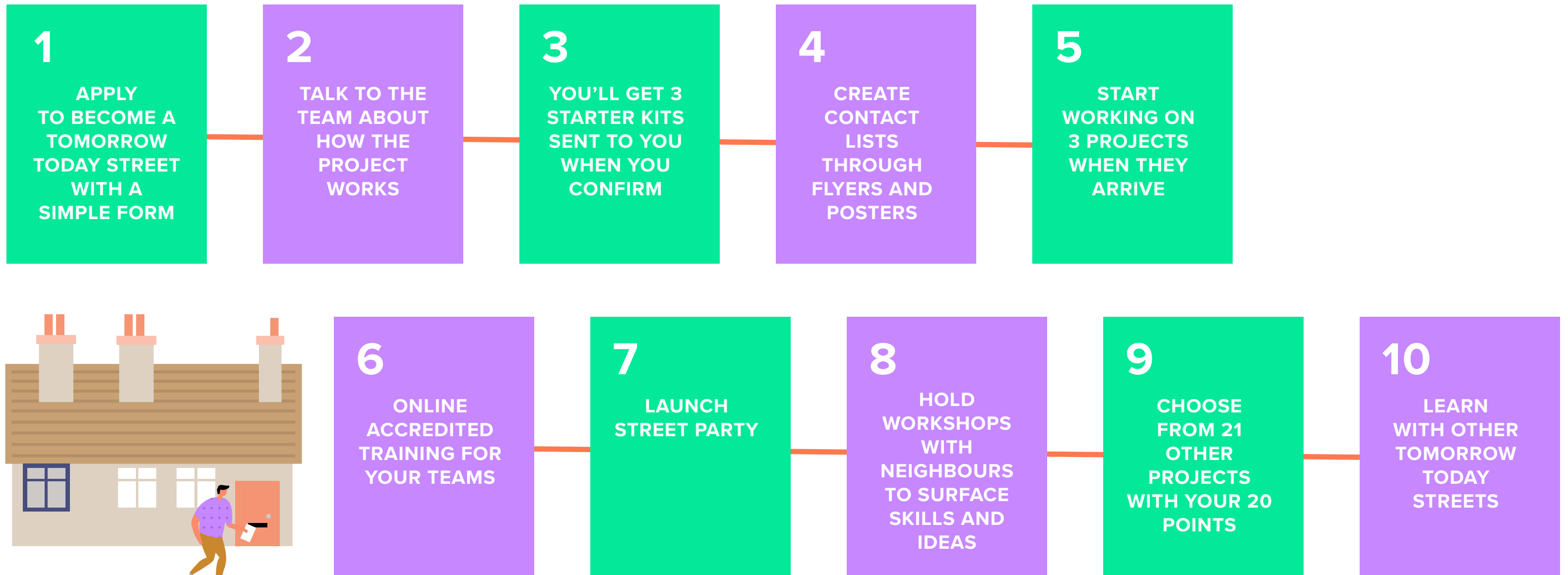
These projects include:

- Sharing skills, spaces and resources.
- Families working and playing together.
- Batch cooking and community meals.
- Food growing and tree planting.
- Trading, making and repairing.





# HOW IT WORKS





# INCLUSIVE PRINCIPLES

HOW THE TOMORROW TODAY STREETS WILL WORK WITH NEIGHBOURS AND THE EVERY ONE EVERY DAY TEAM

**1**

**OPEN TO EVERYONE  
- NOT EXCLUSIVE GROUPS OR CLUBS**

Anyone can start a Tomorrow Today Street, as long as you live in the borough you're ready to go! If you need help connecting with your neighbours to get started the Neighbourhood Shop Teams are ready to help.

**2**

**EVERYONE IS VALUED, ON AN EQUAL FOOTING**

The whole street matters! Starting a Tomorrow Today Street means creating space for everyone to have a say in picking projects, planning and taking part.

**3**

**PROJECTS THAT BENEFIT THE WHOLE STREET  
- NOT JUST INDIVIDUAL HOUSEHOLDS**

The projects are designed to work together and benefit everyone in your street. The Starter Kits are full of great bits for everyone on your street to use, it's important to make sure that material and equipment are accessible and are easy to borrow and keep safe.

**4**

**PRACTICAL SPEEDY WAYS OF WORKING IN PROJECT TEAMS - NOT COMMITTEES**

It's important that when planning the projects to start on your street, you and your neighbours share responsibility and make decisions together so you can get started quickly. Different people will form small teams around each project, and those who are actively involved will have the most influence over the decisions.

**5**

**CHILDREN ENCOURAGED TO BE INVOLVED IN PRACTICAL PROJECTS AS MINI-MAKERS  
- NOT JUST SPECTATORS**

There's always something for the kids! Across the 24 projects you'll find lots of activities that children and young people can host, take part in, learn from and enjoy! At Every One Every Day children are mini-makers, creating, learning and sharing their skills.

**6**

**SUPPORT FROM EVERY ONE EVERY DAY**

The Every One Every Day team will help you every step of the way. They will support your street with lots of tools, ideas and plans to kick off your Tomorrow Today Street the right way. We're learning and researching together to make everyday life better in your street.

# BIG TEAMING ON YOUR STREET

Every person on your street has something amazing they can contribute to making your Tomorrow Today Street wonderful! Big teaming is a different way of working, the aim is to get as many people in your street benefiting and contributing from these practical projects as soon you can.

Often with neighbourhood projects committees are established to control and direct activity. This is mostly done because small groups may be managing money and some kind of governance is required. Working through committees often leaves people working on them exhausted, it can slow things down, and make it hard to move things from talking to action and cause people to lose interest.

The Tomorrow Today Street project is set up so that people can get things done and done quickly, not wasting any precious enthusiasm.

The Starter Kits come complete with equipment, materials, insurance and support so there is no need for governance around money in the usual way.

The aim of big teaming is to allow smaller groups of people to collaborate together on individual projects that engage their skills and ideas and fit within their daily life. For example 4 people may come together to start a bread making project like Loaf — that bakes regularly and shares this bread with neighbours. Another set of neighbours may come together to plant and look after an orchard, share the harvest or arrange jam making. A group of parents may collaborate to start a walking bus.

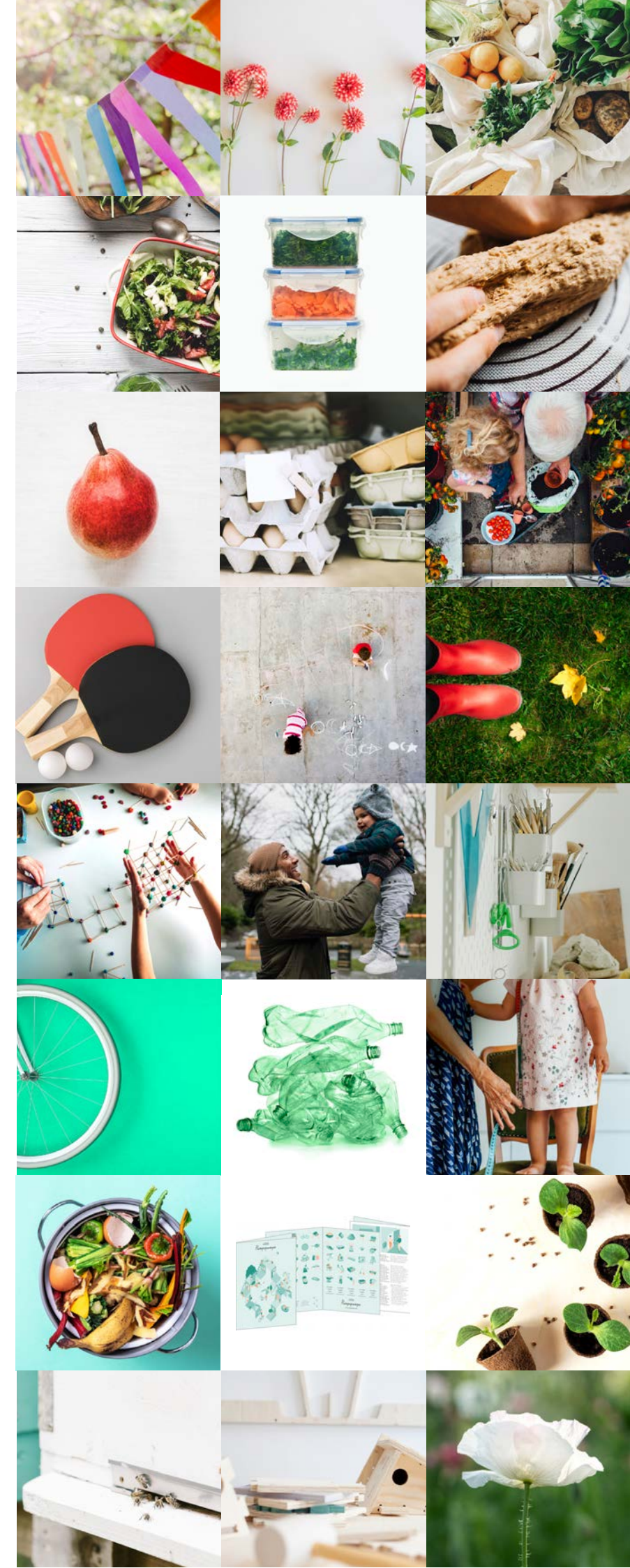
As the teams and projects grow - many people will participate and be involved, get to know their neighbours and share ideas, food, skills and friendships.

Every Tomorrow Today Street has automatic projects which will help neighbours get to know one another better. Decisions will

need to be made about which other projects will be chosen for your street.

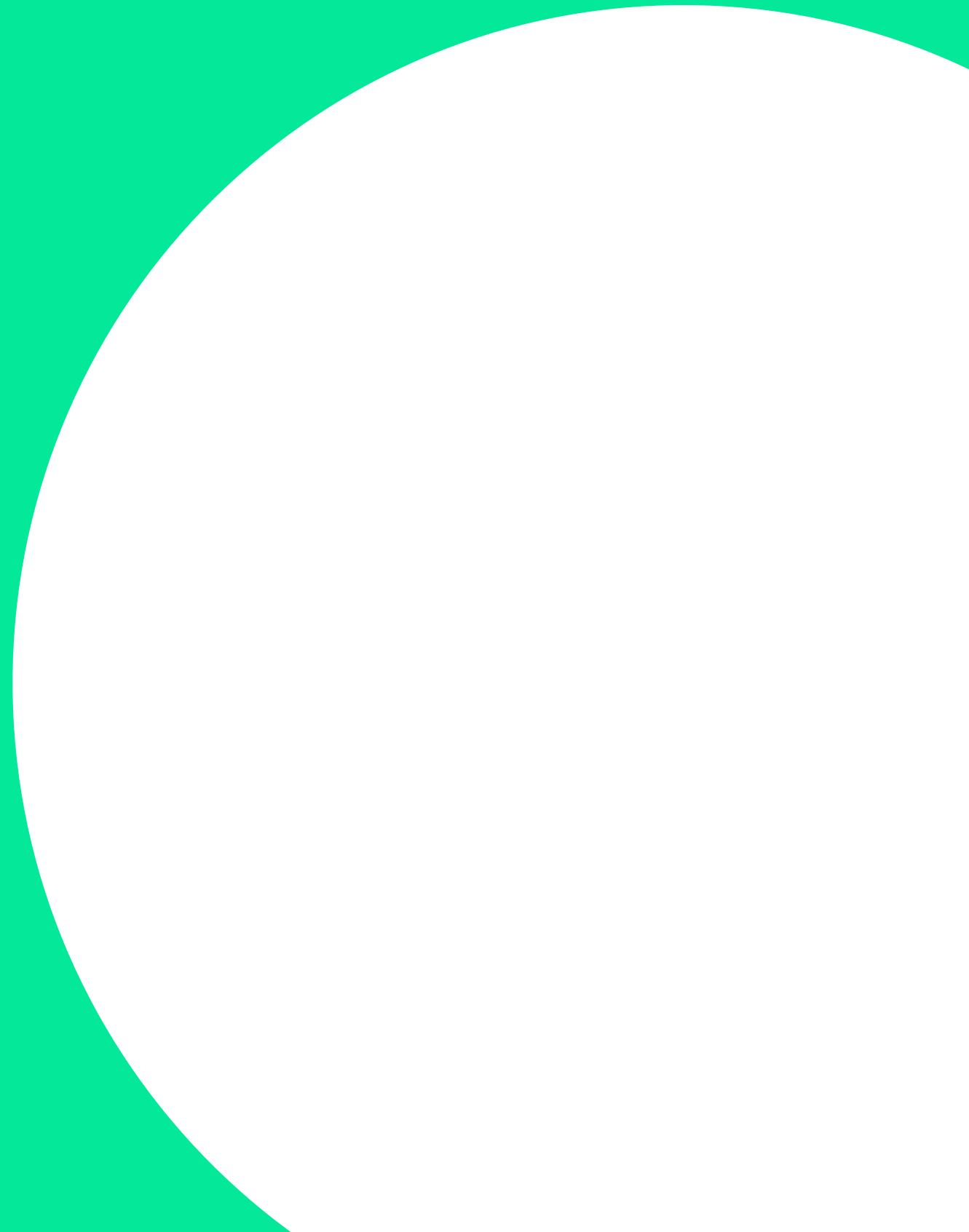
A Every One Every Day team will arrange a workshop for your street where this can be discussed and projects chosen. Importantly, skills and enthusiasms will need to be gathered from people who attend the workshop and those who couldn't make it.

If three people come forward during this process and want to start one of the projects together, all efforts should be made to make this happen as quickly as possible.





# TOOLS TO ACT

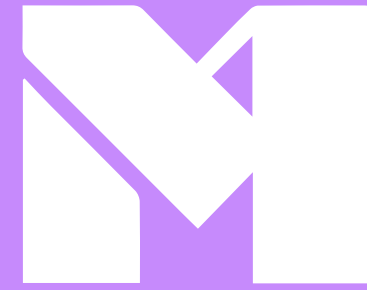


# DIGITAL TOOLS

There are many digital tools you can use to help you and your neighbours stay organised, plan together, share ideas and show your street to the world.

You will learn exactly how each digital tool could help you and which one is best for your street in the Digital Briefing Workshop (see workshop section).

The every one every day team will help you set up to organise your tomorrow today streets using some of these platforms.



## MIGHTY NETWORK

A social platform where you can organise as a street, document your progress and find all information regarding workshops.



## WHATSAPP

A great app for sending instant messages and pictures, Whatsapp is a great tool to chat and organise with your neighbours.



## INSTAGRAM

You can use Instagram as a photodiary, sharing lovely pictures of your street with family, friends and the world!



## MONDAY.COM

A great planning website which will help you create task lists with deadlines and assign roles to each person on your team. You can create a Monday's board with your Street Mentor so they can help you plan and stay on track.



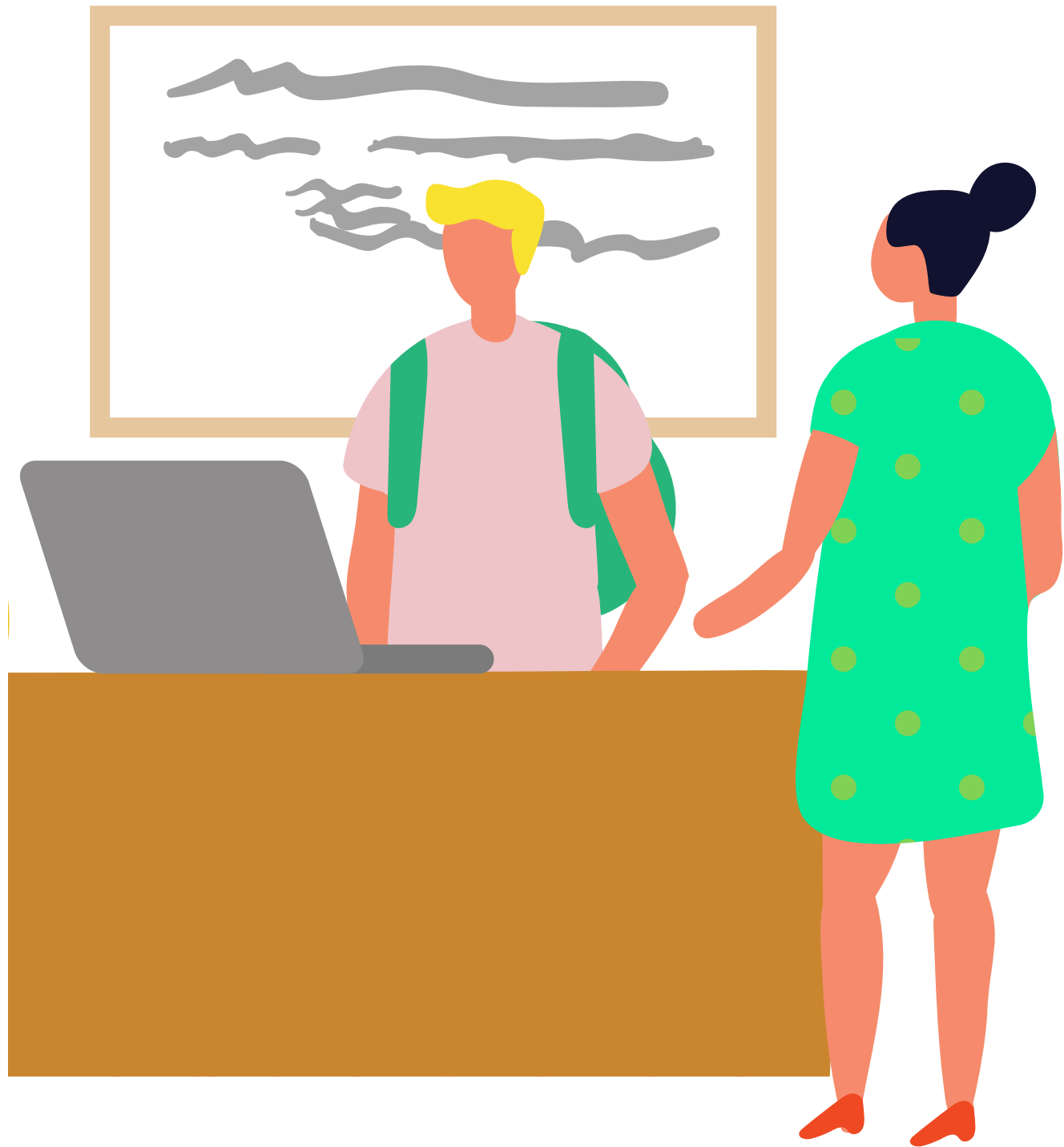
## MURAL

A giant online notepad you can use to draw plans, create moodboards and workflows.



# RESEARCH

SHARE THE STORY OF YOUR STREET



**BECOMING A MEMBER OF EVERY ONE EVERY DAY**

As your Tomorrow Today Street grows and more of your neighbours become involved, it's important that they become members of Every One Every Day so they are covered by the insurance policy and can take part in the programmes evaluation. A simple online digital sign up form has been created for you to share at sessions.

**INTERESTING RESEARCH ROLES**

Research isn't just about writing notes and recording numbers. You and your neighbours can take on different roles to keep track of your project and showcase all the amazing work you'll be doing together. The Photographer, The Counter, The Maker and The Writer are all roles for people to find creative ways to tell your streets story.

- Number of items available to borrow.
- Number of Items loaned.
- We might calculate how much money people saved by borrowing instead of buying.
- Your experience setting up the project, what kinds of conversations did you have with neighbours, which themes came up, how was the experience of working together with other residents.

**EVERY ONE EVERY DAY PRIVACY POLICY**

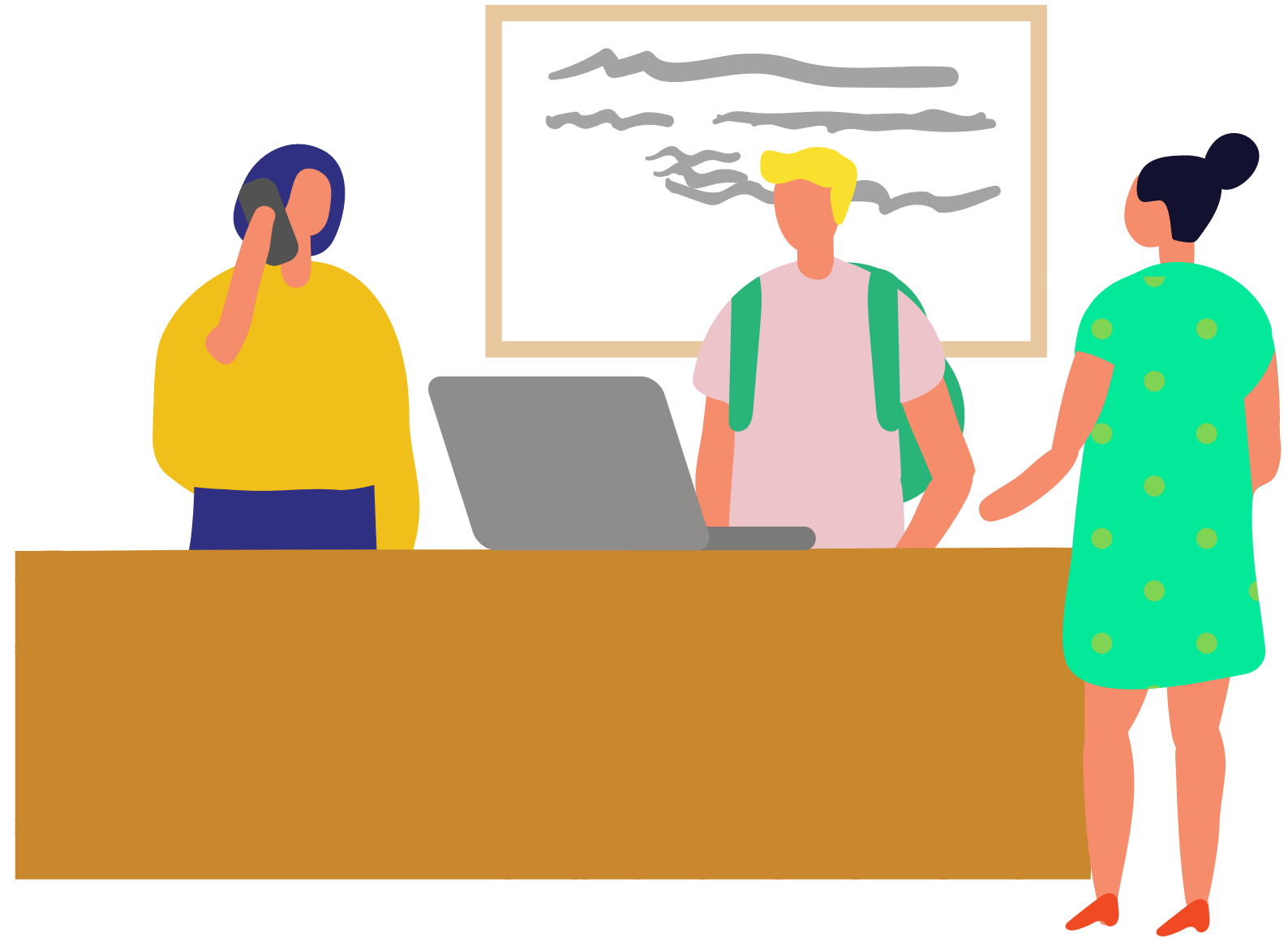
Download and share the privacy policy with neighbours taking part in sessions so they know exactly how their information will be used.

# HEALTH & SAFETY

To ensure the safety of everyone, we ask that residents running Sharing Stuff have certain training prior to the event. This is to align to our insurance policy - just incase!

## TRAINING TO COMPLETE

- Manual handling is available online for people to get a refresher on good lifting technique.
- Fire safety training.
- Due to safeguarding concerns, children under 16 are not able to take part without being accompanied by an adult.
- There are electronic and fire hazards associated with borrowing electrical items. As the project develops there may be opportunity for someone in your street team to do PAT testing, to assess the safety of electrical items. If people choose to loan electrical items, they do so at their own risk, electrical items will not be covered under Participatory City insurance.
- Items might get lost or damaged. The benefit of this project is that when neighbours trust each other there are more resources to go around. Ideally, in this project a culture of trust and care for one another's belongings can be cultivated to mitigate the risk of breakages. However, accidents do happen and things might get damaged. If you break or damage an item, it is your responsibility to replace it.



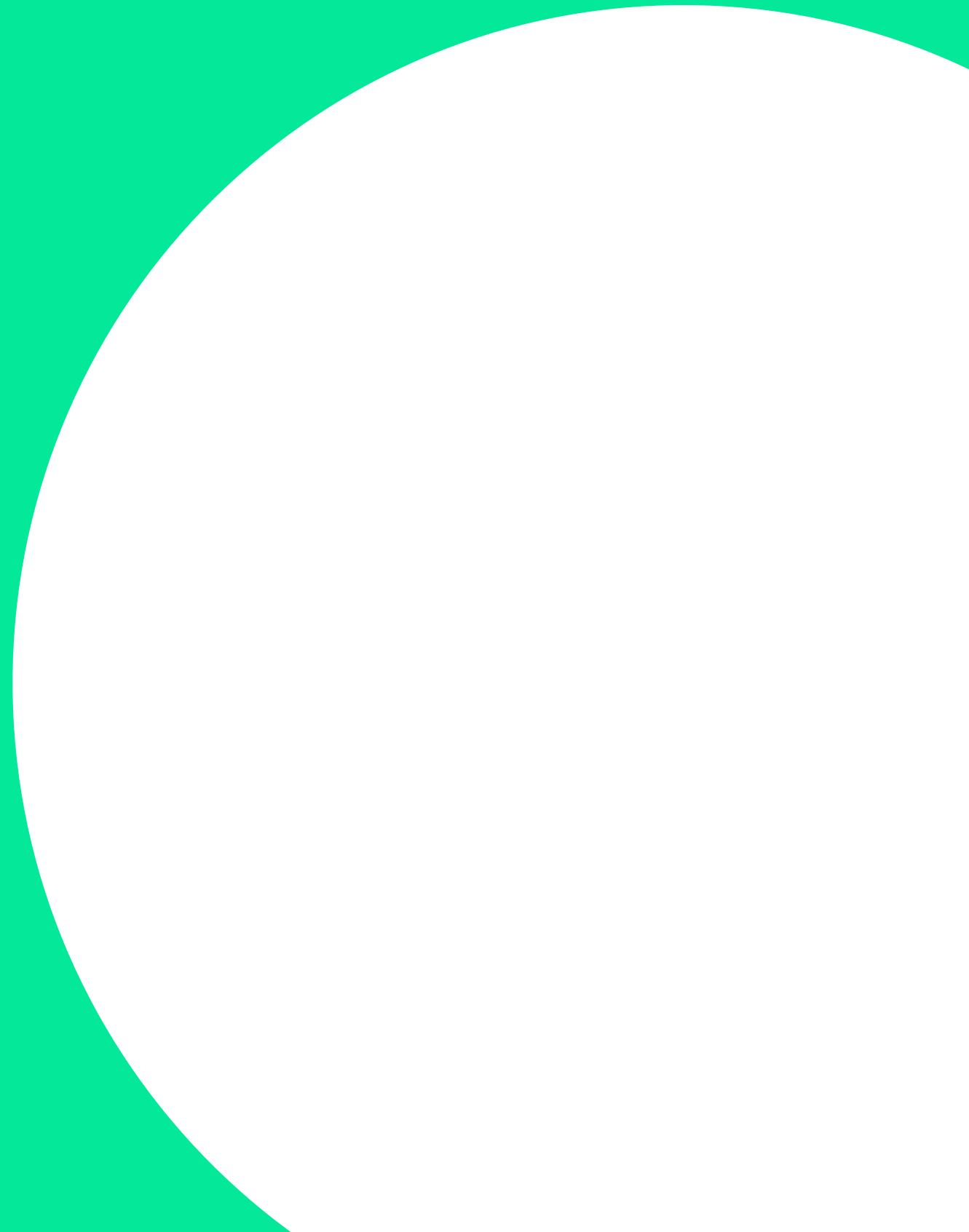
## TRAINING TO COMPLETE:

**MANUAL HANDLING**

**FIRE SAFETY  
TRAINING**



# GETTING NEIGHBOURS INVOLVED



# ROLES IN YOUR STREET

Tomorrow Today Street projects include a variety of roles that allows different people on your street to get involved in ways that best match their individual interests, skills and abilities. Here are some examples of roles that you might need for your street.

## TEA MAKER

You will have the very important role of spreading positivity and putting smiles on faces by making and sharing warm beverages as everyone joins in with activities, sessions and games.

## MEETER & GREETER

Help your neighbours feel welcomed as they show interest and join in with your project.

## PHOTOGRAPHER

As the photographer, your role will be to capture memories and moments that shows your street as you take part in projects together. Ideas: how neighbours make decisions, how ideas grow and how much fun you have and what you learn during projects.



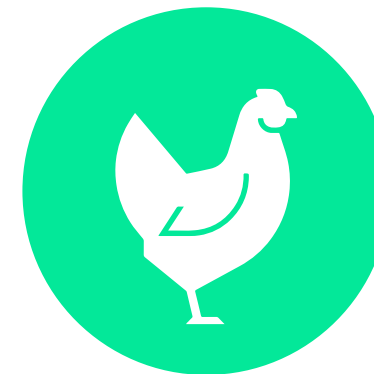
**GAMES MASTER  
(HEAD OF GAMES)**



**BEE  
BUDDY**



**STORYTELLER**



**CHICKEN  
WHISPERER**



**FIRST  
AIDER**



**PING PONG  
PLAYER**



**SHOPPER**



**WASHER  
UPPER**



**COOK**





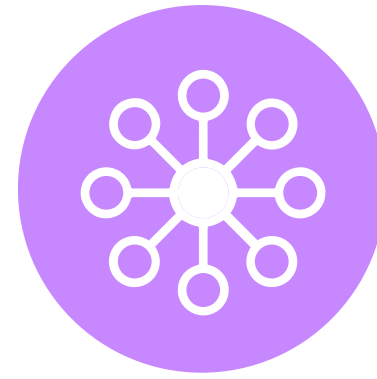
PHOTOGRAPHER



NATURE  
LOVER



TEA  
MAKER



CONNECTOR



RECYCLER



COMPOSTER



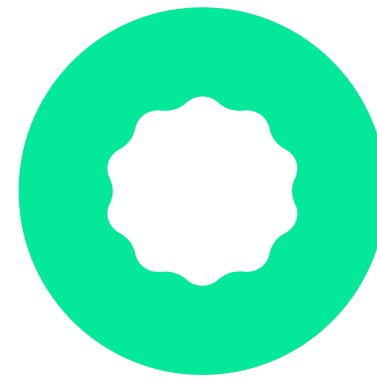
MEETER &  
GREETER



CLOTHES  
MENDER



FILM  
MAKER



BADGE  
MAKER



BAKER



KNITTER



WRITER



DIY  
EXPERT



RESEARCHER



DOG  
WALKER



LISTENER



MAKER

# HOW TO COMMUNICATE

There are as many ways to communicate as there are ways to help each other out! For your group conversations, you can use a WhatsApp or Facebook group that everyone can join to stay up to date.

People over the world have different ways to talk to their neighbours, from putting up a note on their windows to writing nice messages on post-it notes... let your imagination fly!

A phone call to check in, a chat over the fence or on the street are also all good ways to share some neighbourliness.

For the less tech savvy amongst the group, these add a personal touch that all the other formats may not, so don't underestimate how far a text can go!

There are loads of ways to get neighbours involved, and a simple conversation is usually a good way to get things going. If there are neighbours you know that have children around a similar age, a knock on the door and a quick chat never goes a miss.

You can also put one or several posters up on your street to describe what the project is about and how your neighbours can get involved.



## WHATSAPP

Whatsapp groups have become very popular because they allow people to send and receive messages, pictures, videos and voice notes.

Your Street Mentor can help you moderate your group if you need or give you advice on how to manage the group.

## LEAFLETS, POSTERS & NEWSPAPERS

Posting leaflets through doors, and putting posters in the area helps inform those who you may not reach through door knocking.

You can leaflet to get people involved in your Tomorrow Today Street or inform them of an upcoming event.

## FACEBOOK

You may want to create a private Facebook page, it's a popular way people can share videos, photos and plan! It's also a good way to create events and keep track of those coming along to sessions.

It's also a great way to save memory on your phones and computers by keeping it all online.

## NEXT DOOR APP

The app is localised, so people living on nearby streets can recommend message each other, reach out for support or invite people to events.



# GETTING OTHER PEOPLE INVOLVED

Don't forget that some of your neighbours might not be online so phone calls and chats over the fence or on the streets are also a good way to communicate and get people thinking about the future together.

It's really useful to have a way of staying in touch with everyone who's involved. Some people may want to be super involved, and others may want to help out for a little and take a pause, whatever the circumstance, you'll need to have an easy way to talk to each other.

## BUDDY UP

There may be some people that aren't online, or have access to the internet that you've spoken to about the project. To keep them in the loop, buddy that person up with someone who preferably lives nearby who can hand deliver the message, or give them a ring about important changes, meetings and fun goings-on.



## PLAN AN EVENT OR TWO TO PROMOTE THE IDEA

See if you can pair up with neighbours who are good at repairs to host a Repair Cafe. Host a 'Use it or lose it party'- gather some people and find a use for it.

Could be the egg peeler that's been sitting around, the pasta maker that never gets out or the bingo wheel that's gathering dust.

Events could also be themed around different parts of the house - garden, kitchen, social etc

## MEETINGS

It's very easy for meetings to become a bit tiresome! But residents have developed all sorts of ways of keeping meetings light and efficient. They remain a great way of checking in, supporting each other and making group decisions to get things done!

- Set a time and try to stick to it.
- At the start of your meeting decide as a group what you want to discuss but leave space at the end for comments.
- Take it in turns keeping notes.
- If there is time prepare refreshments together.
- Bring inspirational prompts, you can even use music.

Remember this is a group project so we'll help to ensure no residents are left in a position whereby they're having to take on control of group decision-making and that opportunities are spread equally through the group.

# MAKE MAGIC COMBINATIONS WITH NEIGHBOURS BY MIXING UP PROJECTS TOGETHER!



## UPCYCLE AFTERNOON

### SHARING STUFF

GIVE OUT SHARING  
STICKERS



### SHARE & MEND

MEND, DYE &  
SWAP CLOTHES



### TRADE SCHOOL

UPCYCLING  
SESSION



## BIKE TIPS & FIX

### SHARING STUFF

SWAP & SHARE  
BIKE KITS



### BIKE PROJECT

MAKE SMALL  
BIKE REPAIRS



### TRADE SCHOOL

LEARN HOW TO  
REPAIR A BIKE



# PROMOTIONAL MATERIALS

THESE BRIGHT AND COLOURFUL LEAFLETS AND POSTERS WILL HELP YOU GET YOUR NEIGHBOURS EXCITED AND LET THEM KNOW THEIR ROAD IS ABOUT TO BECOME A TOMORROW TODAY STREET!

## INDOOR & OUTDOOR POSTERS

Waterproof and regular posters to catch your neighbours eye as they walk by. Pick a lamp post that gets a lot of traffic!

## LEAFLETS

Pop these leaflets through your neighbours door.

## NEWSPAPERS

Once you and two of your neighbours have started, you will be sent 30-50 newspapers to get even more people involved. The newspapers contain a breakdown of all 24 projects and all the introduction information.

## CONTACT CARDS

A small card for you to write your name, email or phone number so your neighbours can get in touch to find out more.



# OTHER MATERIALS

Posters, leaflets and social media are the best way to promote your event, you can place them on your street, at nearby cafes, communities spaces (such as libraries) and your front window.

It gives you the material to show people on your street the amazing things they can do and get involved in.

Our Every One Every Day shops will be more than happy to promote your event with posters and leaflets.

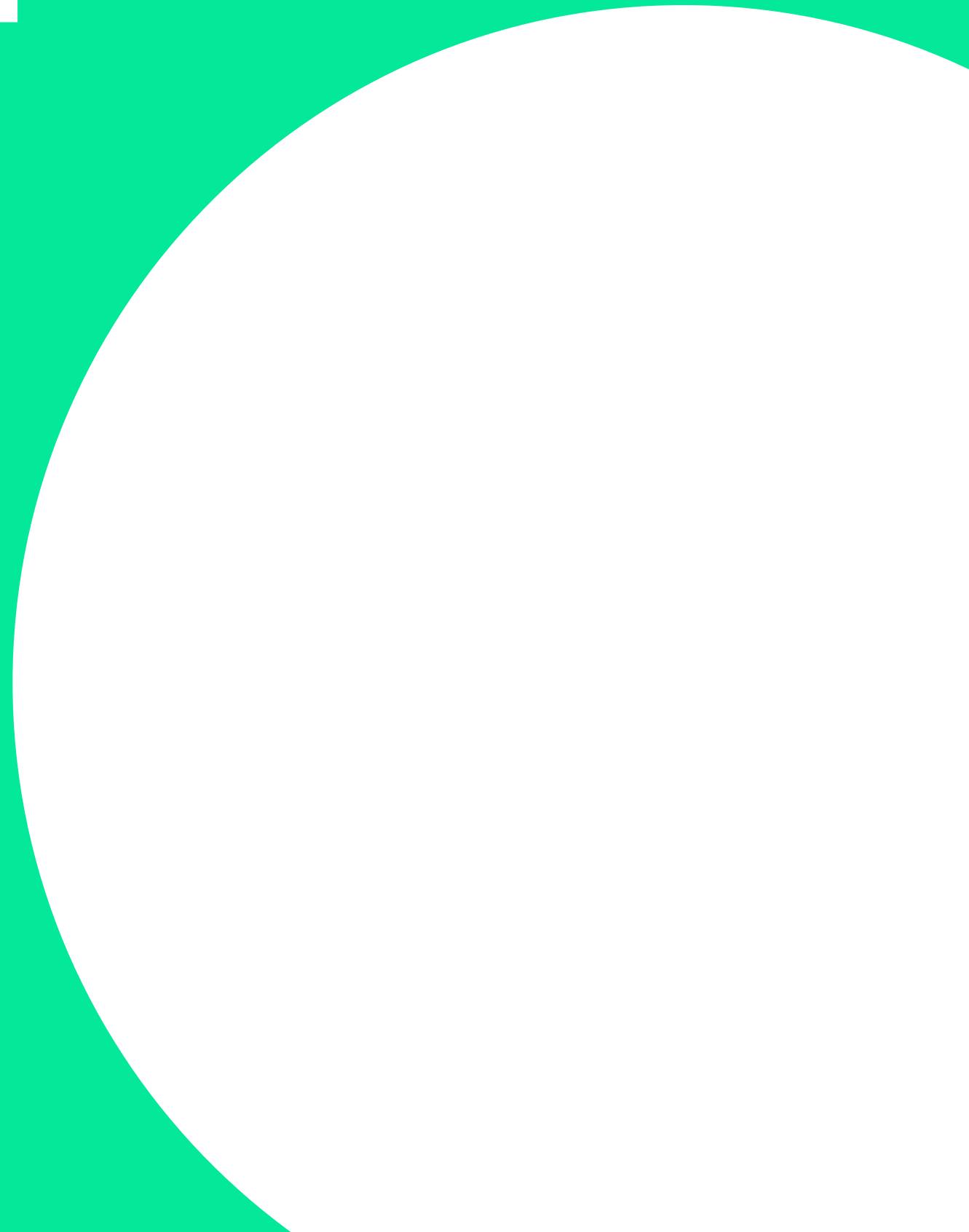
## THIS KITS INCLUDES:

- One poster to promote the idea of Sharing Stuff
- One leaflet with more detail to promote the idea of Sharing Stuff
- The stickers will do lots of the promotion themselves- drawing people's attention to the kinds of items available
- Social media will be really useful to tell the story of how people benefited from borrowing bits and pieces. Even better if you can include how much money was saved by not having to buy new!





# HOW WILL THIS WORK ON STREET





# IDEAS FOR SHARING STUFF

Sometimes the need to borrow is inspired by a project you're working on at home. When it's World Book Day, you realise your child needs Fancy dress, or when the sun shines you'd love to borrow a BBQ.

On the other hand, sometimes seeing particular tools or equipment can inspire ideas for a project you'd like to try.

So to promote the idea of Sharing Stuff, you could host a (socially distant) Stuff Swap. You could invite your neighbours to display the things they're open to sharing on a table outside their house.

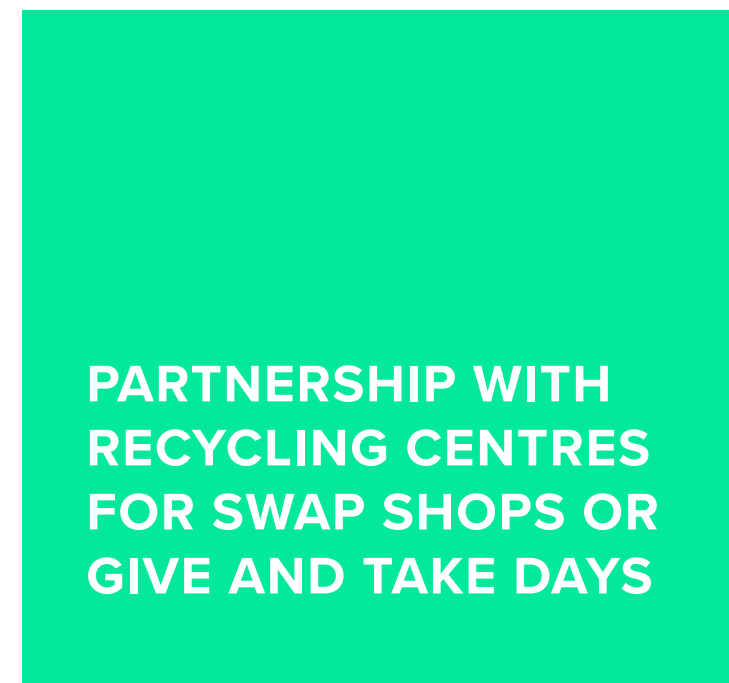
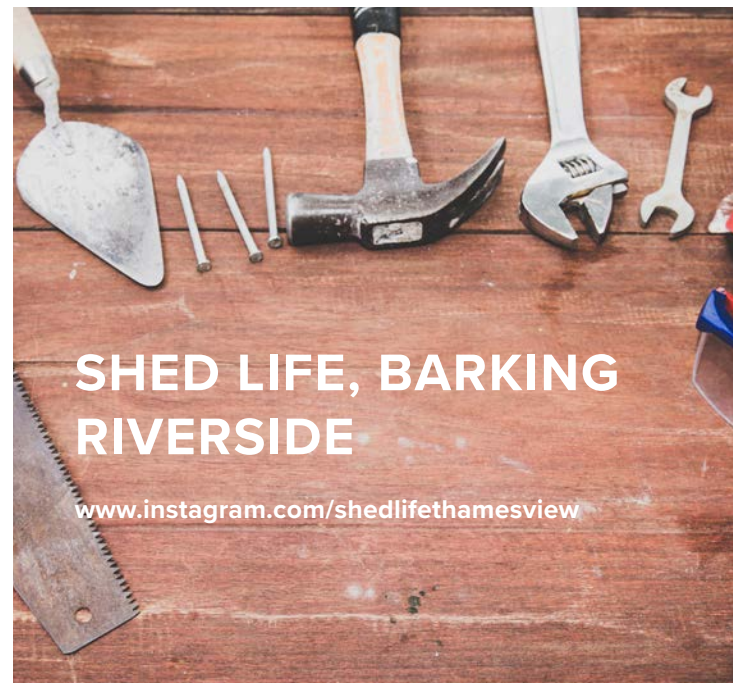
Residents have hosted similar events called 'Share & Mend' where they bring their clothes to swap and repair together. So perhaps people could take the opportunity to also swap other household items.

This could be a great chance to invite people to the 'Sharing Stuff' topic on Every One Every Day's online space.



# LOCAL & OTHER RESOURCES

There are a number of exciting spaces across Barking and Dagenham that might be interested in being part of the Sharing Stuff project or share similar ideas of re-use and repair.





# LENDING & BORROWING

## LENDING

- You will receive a set of stickers depicting a range of items you may have at home.
- Choose from this sticker set, things you would be happy to loan to neighbours.
- You might like to do this as a group of neighbours, so you everyone has an idea of what's available.
- Display your stickers on your post pigeonhole or door to let neighbours know you're up for lending them.
- For your own reference, you might like to photograph the items you want to share. Check to make sure it's working and make sure pictures show the current condition
- When someone gets in touch to borrow something, agree a time and place to meet to lend the item, agree when the person who is borrowing it can bring it back.
- Wait for your item to be returned to you.
- Make sure to ask how the person got on with the borrowed thing.

## BORROWING

- If you see an item you'd like to borrow on someone's postbox- pop a note with your number on it so they can get in touch.
- Agree with the lender how long you'll borrow it for and bring it back in time.
- Share a story on social media about how you used the 'stuff'.



RICE COOKER



CAMPING STOVE



WAFFLE MAKER



PASTA MAKER



WOK



BIKE TYRE PUMP



ELECTRIC WHISK



WAFFLE MAKER



PASTA MAKER



WOK



BBQ



HAND TOOLS



DRILL



SAWS



JIGSAW



SEWING MACHINE



IRON & IRONING BOARD



LADDER



HOSE REEL



PICNIC BENCH



# ENJOY THE PROJECT

IF YOU HAVE QUESTIONS  
OR NEED ANY HELP, PLEASE  
CONTACT ONE OF THE TEAM OR  
VISIT THE WEBSITE.

[WWW.WEAREEVERYONE.ORG/  
TOMORROWTODAY](http://WWW.WEAREEVERYONE.ORG/TOMORROWTODAY)