

STARTER KIT

# TRADE SCHOOL

THE SCHOOL OF SKILL SHARING

# ABOUT THE PROJECT

Trade School is a fun way to share skills with your neighbours by deciding on practical activities you'd like to teach in exchange for simple barter items.

Start by making a list of the different skills on your street, you can send a form for neighbours to fill out or get together to create a map of the skills on your street.

Once that's done you're all ready to become teachers! Neighbours become students by signing up to bring a barter item chosen by the teacher. Trading simple items or asking to share skills means more people can take part.

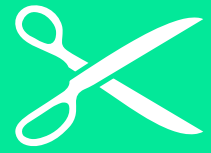
It's a great way to spend a few hours and there's always a story behind every trade.

Anyone can teach a Trade School no matter your age! Kids Trade School are a great way to boost confidence and build friendships.

Many of the craft and making materials you may need for the sessions can be found in the local Every One Every Day shops. Just pop in or contact the shop to find out more.



# WHAT'S IN THE KIT



2

SCISSORS



1

SEWING  
KIT

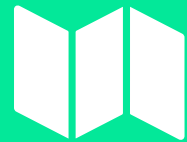


2

GLUE  
GUNS



SHOP  
RESOURCES



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.



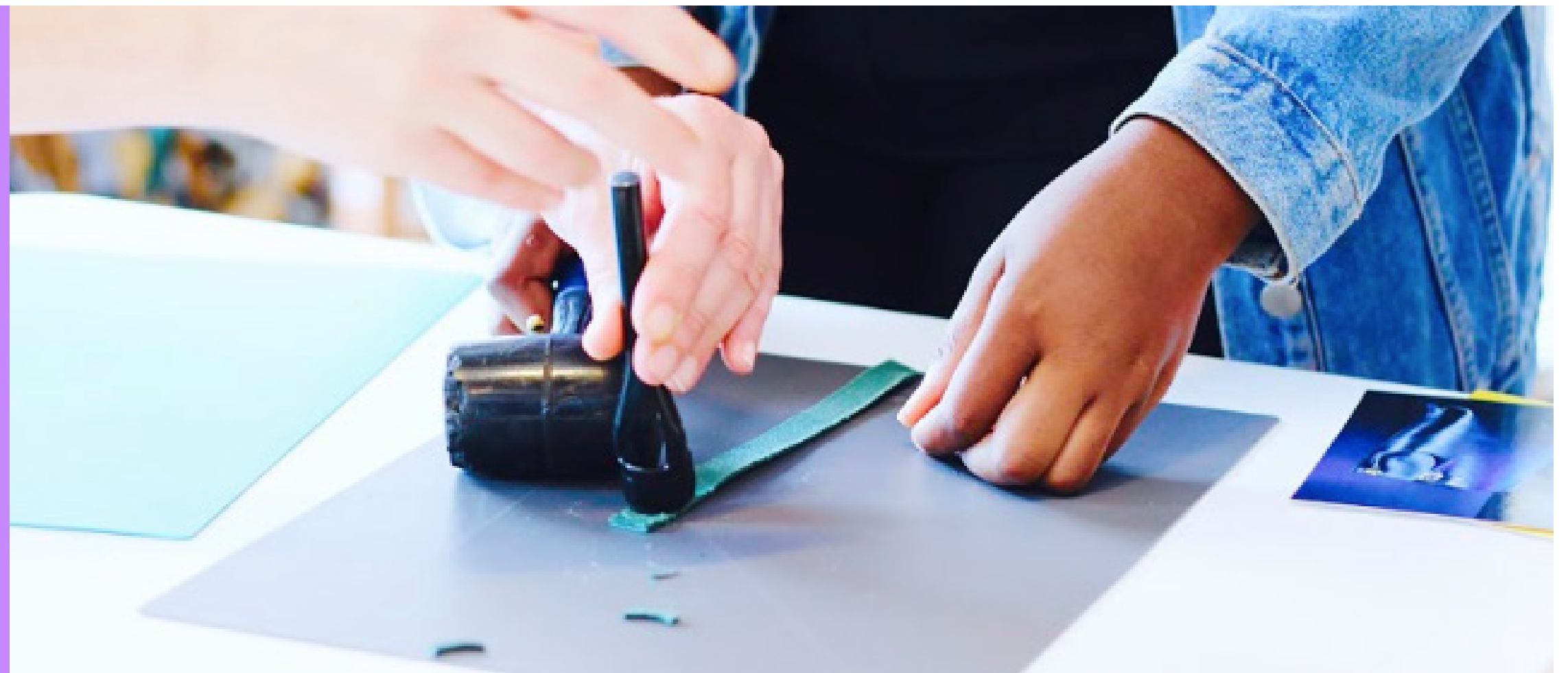
## TRADE SCHOOL INTRODUCTION

Join this workshop to find out all the information and inspiration you need to get started with Trade Schools. You will get a look at what's included in the Starter Kit and we'll have a think about how we can get other people in your neighbourhood interested in sharing their skills and learning from others.



## HOSTING A TRADE SCHOOL

In this session we'll look at different ways of hosting Trade Schools, how to prepare for one, the role of the host and the role of the participants. As Trade Schools are about sharing skills that everyone can engage with, we'll focus on what that looks like in practice.



# 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



1

APPLY TO BECOME A TOMORROW TODAY STREET WITH A SIMPLE FORM

2

TALK TO THE TEAM ABOUT HOW THE PROJECT WORKS

3

YOU'LL GET 3 STARTER KITS SENT TO YOU WHEN YOU CONFIRM

4

CREATE CONTACT LISTS THROUGH FLYERS AND POSTERS

5

START WORKING ON 3 PROJECTS WHEN THEY ARRIVE

6

ONLINE ACCREDITED TRAINING FOR YOUR TEAMS

7

LAUNCH STREET PARTY

8

HOLD WORKSHOPS WITH NEIGHBOURS TO SURFACE SKILLS AND IDEAS

9

CHOOSE FROM 21 OTHER PROJECTS WITH YOUR 20 POINTS

10

LEARN WITH OTHER TOMORROW TODAY STREETS





# 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.

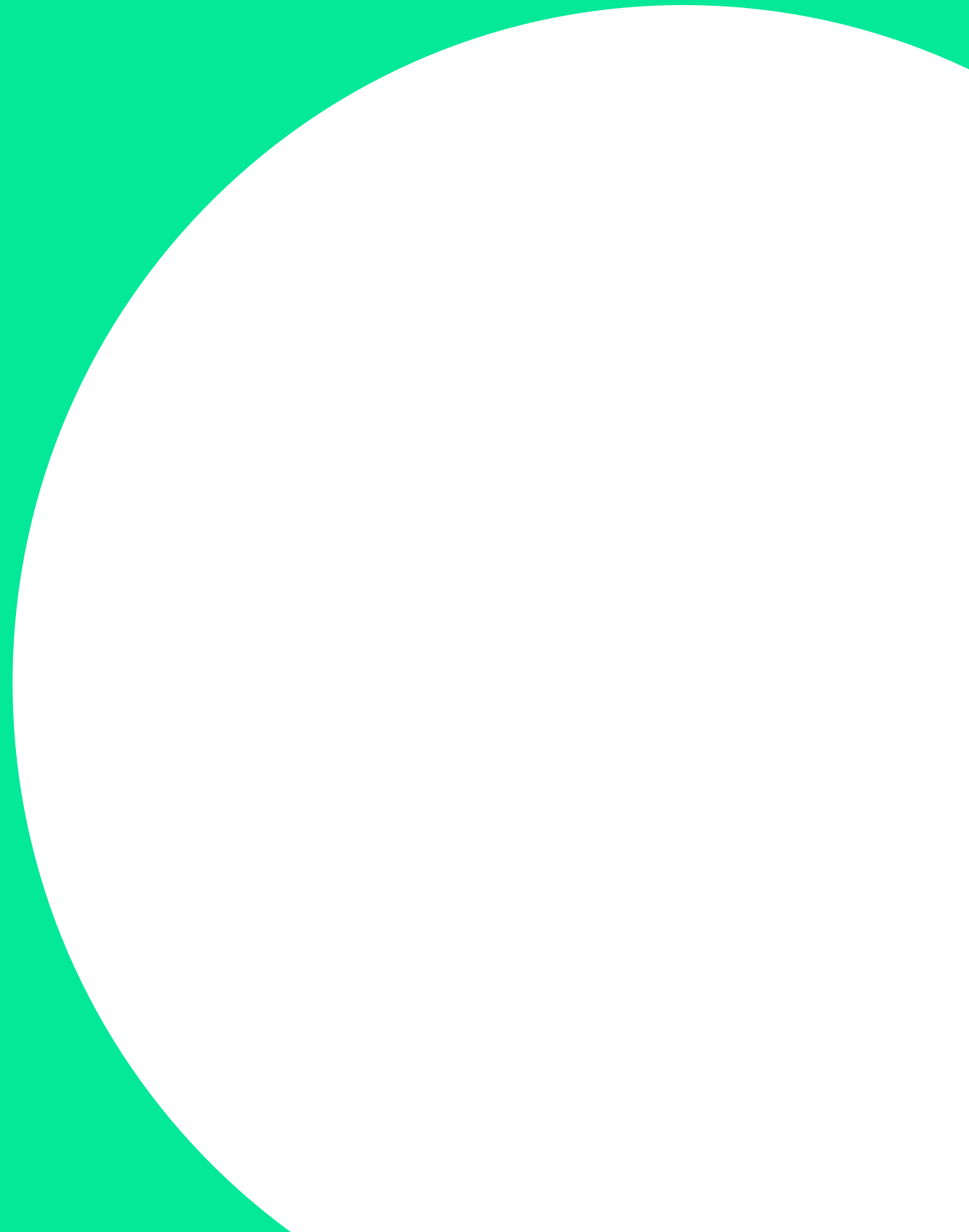
**6**

**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.



# TOOLS TO ACT

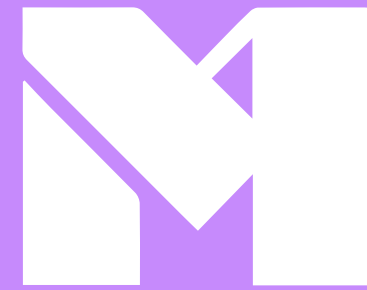


# DIGITAL TOOLS

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.

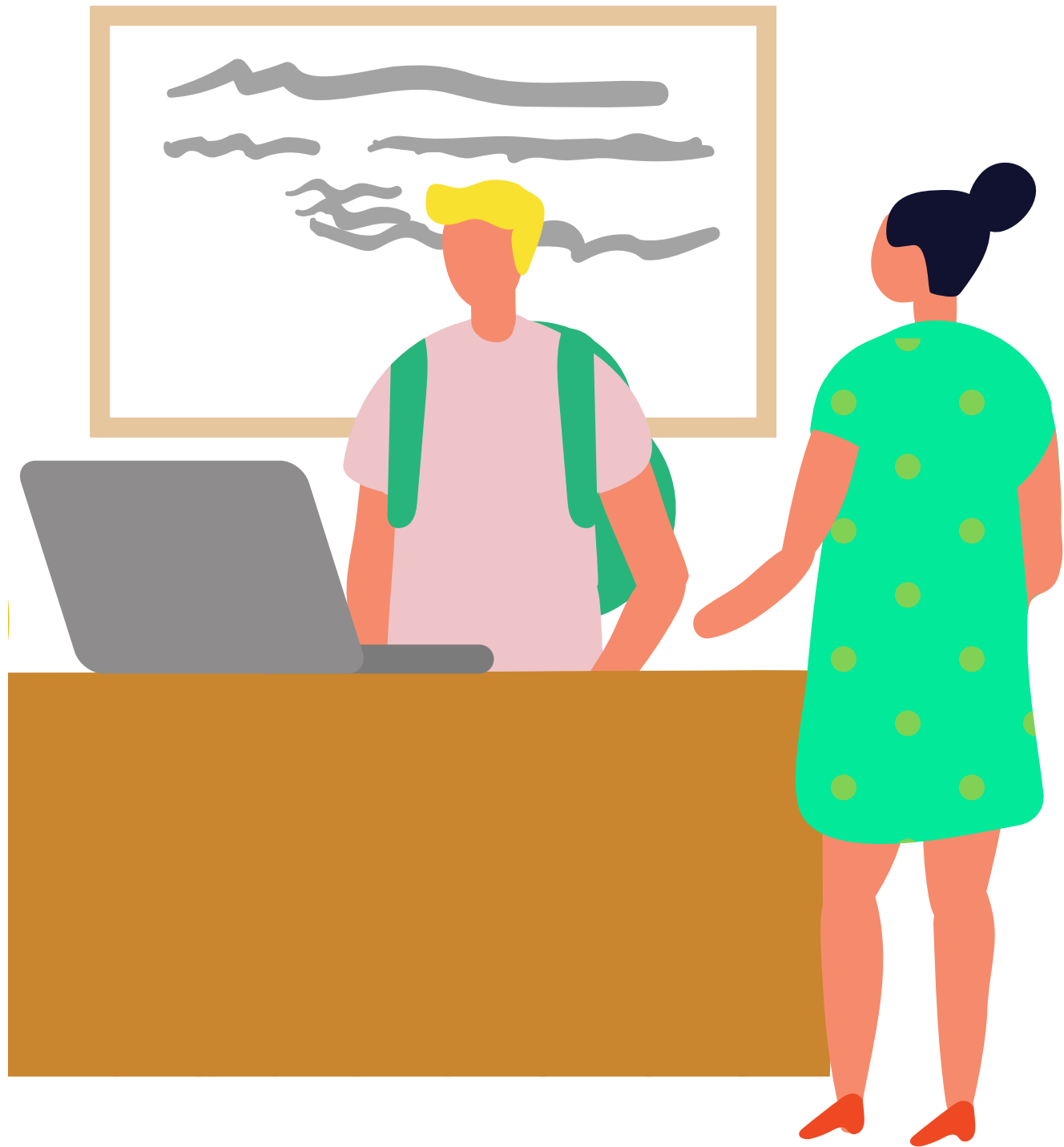


## MURAL

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.

You can contribute to this research by sharing how Story Box develops on your street. This could include:

- Reflections.
- What kind of resources or equipment are useful.
- Your experience setting up the project, what kinds of conversations did you have with neighbours, which themes can you pick up, working together with other residents.
- The challenges.
- The unexpected developments.
- The highlights.
- Photos of the session.
- The project in your words, how do you describe it, what has been the most effective way of getting new people involved.

## 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 a Trade School have certain training prior to the event. This is to align to our insurance policy - just incase!

## REQUIRED TRAININGS:

First Aid training - These can be done in a few hours online.

Each trade school is different and depending on tools, materials and equipment needed you should be mindful of any risks and put in place some safety measures to avoid any accidents occurring.

## THINGS TO CONSIDER:



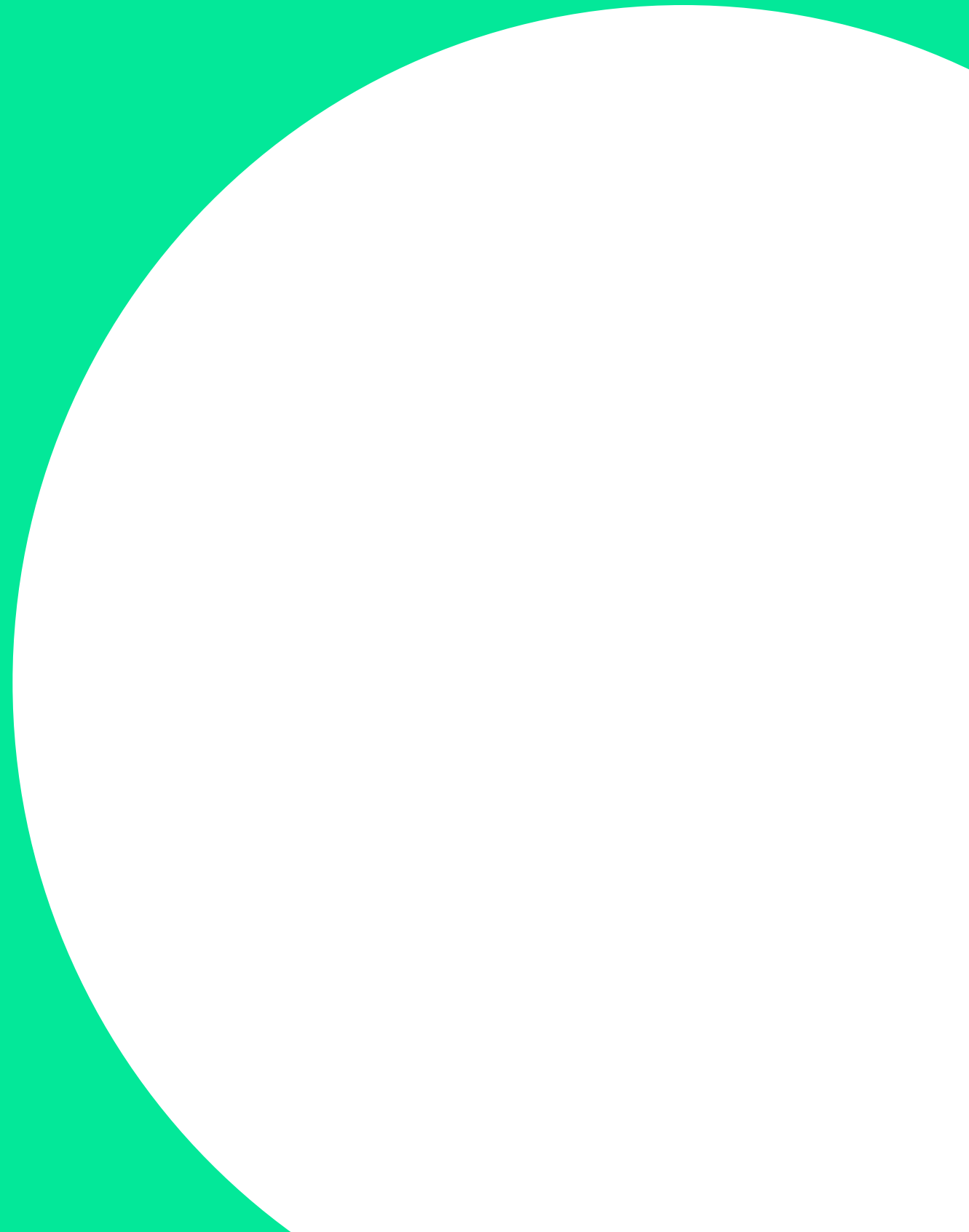
**SMALL ITEMS THAT  
CAN BE A CHOKING  
HAZARD**

**WIRES AND OTHER  
OBJECTS THAT CAN BE A  
TRIP HAZARD**

**SHARP OBJECTS  
AROUND SMALL  
CHILDREN AND  
YOUNG PEOPLE**

**SPACE LAYOUT  
AND ACCESSIBILITY**

# 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

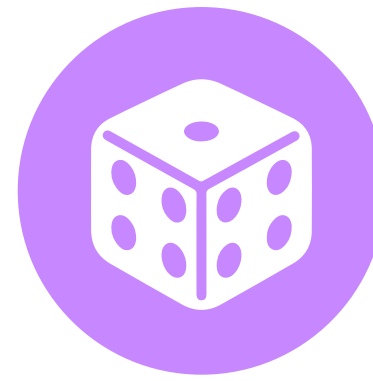
You will have the very important role of spreading positivity and putting smiles on faces by making and sharing warm beverages as everyone joins in with activities, sessions and games.

## 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.



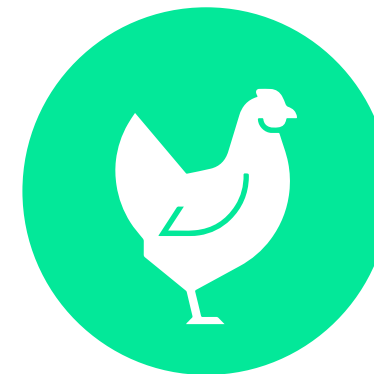
**GAMES MASTER  
(HEAD OF GAMES)**



**BEE  
BUDDY**



**STORYTELLER**



**CHICKEN  
WHISPERER**



**FIRST  
AIDER**



**PING PONG  
PLAYER**



**SHOPPER**



**WASHER  
UPPER**



**COOK**





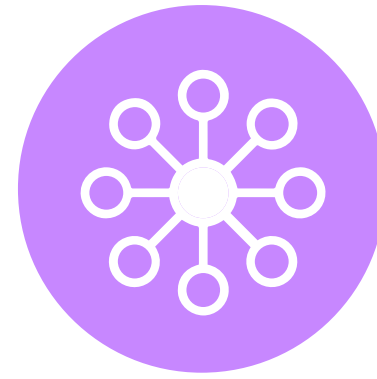
PHOTOGRAPHER



NATURE  
LOVER



TEA  
MAKER



CONNECTOR



RECYCLER



COMPOSTER



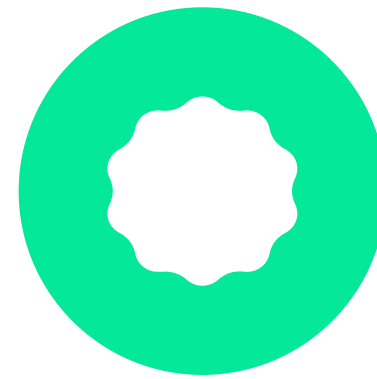
MEETER &  
GREETER



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.



## 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

### TRADE SCHOOL

UPCYCLING RELATED SESSIONS



### SHARING STUFF

GIVE OUT SHARING STICKERS



### SHARE AND MEND

MEND, DYE AND SWAP CLOTHES



## WELCOME TO THE NEIGHBOURHOOD

### TRADE SCHOOL

HOLD SOME FUN SPORTY SESSIONS



### INSTANT PING PONG

BRING OUT THE PING PONG TABLE



### NEIGHBOURLY PROJECT

INVITE NEW NEIGHBOURS

# 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.

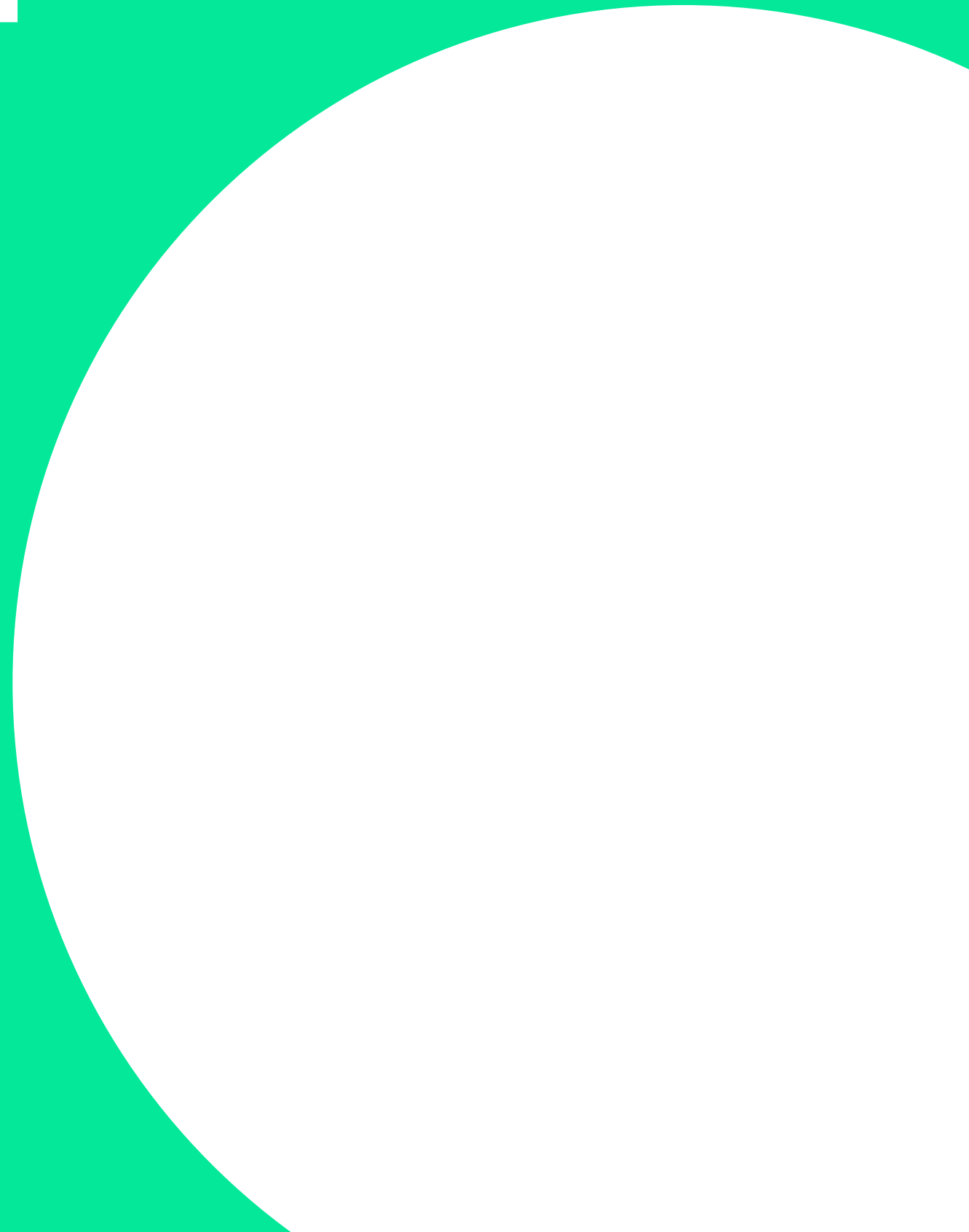
Our Every One Every Day shops will be more than happy to promote your event with posters and leaflets.

## THIS KITS INCLUDES:

- Poster 1 & 2 - Do you want to learn a new skill? A poster to get your neighbours excited about Trade School coming to their street.
- Leaflet 1 - Do you want to learn a new skill? A small leaflet to get your neighbours excited about Trade School coming to their street.



# HOW WILL THIS WORK ON STREET



# HOSTING A SESSION

Hosting a Trade School is simple and fun. Choose a skill that you feel confident with, make sure it's practical and hands on and you'll have a blast.

It might seem scary to be a teacher for the day, but the key thing about a Trade School is to share something that you know like the back of your hand and have been doing for a while.

The most successful Trade Schools focus on a specific task that can be completed in an hour or so, and ends up with something finished - ideally with something for participants to take home. Trade School isn't about long courses or in depth programmes of learning, just a really engaging taster.

Think about the thing you want to teach by selecting something that is second nature to you. What are you known for? Is there something that people always refer to you as being an expert in? It might start with a whole topic or set of skills, like sewing, coding, woodwork or magic. Then you need to choose a specific element that is fun to do and will get people excited.

Covering the whole of sewing in an hour isn't possible, so why not start with something like darning or hemming. And rather than tackling woodwork from start to finish, making a basic joint or constructing a simple box. It's better to start small and let people build their confidence.

## FINDING A HOST

Every Trade School needs a host to share their skill, and although finding someone with amazing, fun, crafty skills is not hard, they might need convincing that other people would be interested to learn from them. It's amazing how many people keep an exciting skill secret simply because they don't think to share.

Ask your neighbours if they know of anyone that does a craft, or has a hobby that they love doing.

## DOES ANYONE NEARBY MAKE A LIVING FROM WORKING WITH THEIR HANDS?

## DO THEY HAVE A BRILLIANT HOBBY?

Most people love to talk about what makes them tick and gets them excited.

Another great way to have a fun session is simply to find someone that loves to host and is brilliant at making things fun and engaging and work with them to find a skill to share. Particularly for the first Trade School, just getting people into a room together and experiencing learning together will spark off conversations about more sessions that could take place.





# GETTING YOUR SESSION STARTED



## FINDING A SPACE

Once you've got a session host, and you know what the skill to be shared is, think about appropriate places to get people together.

Use the asset map you created with your Street Mentor to think about spaces nearby like rooms in a library, community space, school or cafe. It's best when the space feels inviting and is well known as it can feel a little daunting to go somewhere completely new.

Think about the specific activity and whether it needs a big table, could be done on sofas, or if you want to be surrounded by greenery. You'll be surprised by how many local spaces are more than happy to help out by providing a space - just ask!

## SETTING UP A SESSION

For a Trade School to go ahead, you will need to think about finding the following:

- A space to run the session.
- A plan for the activity.
- Materials, resources and tools.
- A way of letting people know it's happening.

Setting up a session doesn't need to be a huge task, and it's best to start small and build up as more people show interest. The session host might be you, and the space might be your living room. Some of the best skill sharing sessions don't require huge amounts of resources either, and could revolve around something you do in your home.

## GET RESOURCES

Lots of skill sharing activities need specific equipment, these are things like sewing machines, knitting needles or tools. It's best if these can be borrowed and returned. There are also normally a few items that will be used up during the session, like thread, fabric or glue that are difficult to give back!

For both of these things, ask your local Every One Every Day shop if they can help, and look back at your asset mapping to see if other organisations exist nearby that might have things to borrow.

Make a list of all of the essential items, and all of the optional extras and ask around. It could also be a great opportunity to get people excited about coming along.

# BARTER YOUR ITEMS

Barter items are small tokens of appreciation given by the people who attend the session to the host. These don't have to be elaborate, and are simply a way of saying thank you to the host for sharing their knowledge and time.

The idea of a barter item should be communicated on any leaflets and flyers to let people know about the mutual exchange. It doesn't mean that someone can't attend if they forget to bring something, and a barter item could simply be helping with the tidying up, or telling a good joke.

Session hosts can make a list of their ideal barter items to be put on communications so that people know the kinds of things they might like. It could be anything from a home baked cookie, to a shiny button, but the key is that it's inexpensive and easy to find.

## EXAMPLE BARTER ITEMS:

- A piece of nice fabric.
- A homemade treat.
- A great joke.
- Extra help tidying up.



# ENJOY THE PROJECT

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

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