Your Checklist

Community Benefits

1. Identify interest in your Community

	Notes	Date Completed
Get in touch with Circular Communities Scotland Share & Repair Network		
Initial meeting with local Climate Hub and/or Third Sector Interface		
Survey community members to gauge interest		
Identify potential volunteers		
Look for a partner organisation to give support		
Initial meeting with Third Sector Interface		

2. Form a team and decide your structure

	Notes	Date Completed
Gather like-minded people		
Set up bank account		
Consider a structure		
Agree on simple constitution		

3. Budget and financing

	Notes	Date Completed
Estimate initial setup costs (tools, equipment).		
Identify ongoing operational costs (materials, refreshments, venue rental).		
Explore funding options (grants, donations, community fundraising).		

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4. Recruit volunteers

	Notes	Date Completed
Develop a volunteer pack with roles		
Recruit skilled repairers		
Recruit other skills needed		
Induct and train volunteers		

5. Location and venue

	Notes	Date Completed
Identify a suitable venue		
Ensure that it meets the essential requirements		

6. Health and safety - best practice

	Notes	Date Completed
Arrange relevant insurance		
Health and Safety Regulations – have risk assessment		
Conduct safety checks on all tools		
Arrange PAT training and testing procedures		
First Aid -have a kit and someone qualified to attend on the day		
Have an incident reporting form / procedure		
Data protection understanding and process for consenting		
Arrange for disclaimer information for use at the event		

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7. Promotion and outreach

	Notes	Date Completed
Create Promotional materials		
Engage with local media		
Partner with local organisations for support		

8. Event planning

	Notes	Date Completed
Identify date/s		
Set out room and signage		
Assign all tasks for volunteers and repair stations		
Arrange interesting waiting area		
Arrange registration system for participants and their items		

9. Feedback and improvement

	Notes	Date Completed
Design all forms for use on the day		
Ensure the forms are completed and collated		
Have feedback session with volunteers after the event		
Action any learning from previous event		