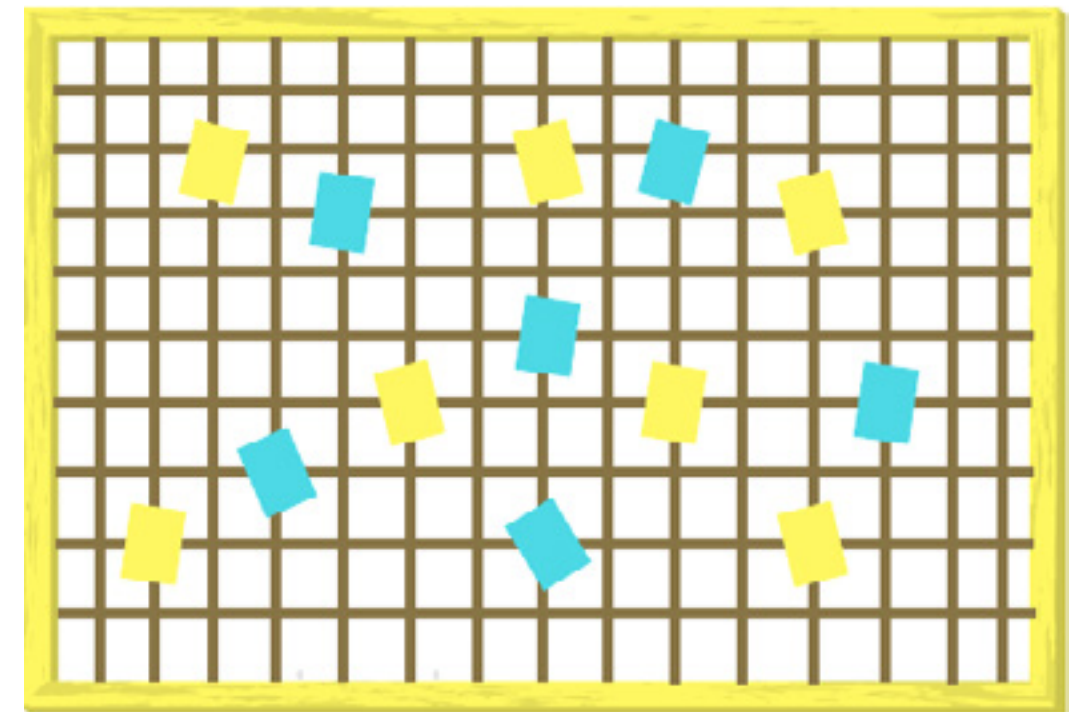


BUDDY UP! TOOLKIT

SO, YOU WANT TO START A BUDDY BOARD?

Buddy Boards highlight the skills and resources that already exist within communities, build connections between people, and encourage a local sharing economy. This guide will show you how to build and launch one yourself!

Our preference is that you use the Buddy Board and its Buddy Cards as a long-term installation to connect community members with each other and enable participants to match themselves based on what they are looking for and can offer. We do recognize, however, that events are great opportunities to get people excited about skill and interest-sharing. Depending on the format you choose for which to use a Buddy Board and its Cards, our guidelines differ.



GENERAL GUIDELINES (REGARDLESS OF FORMAT)

- There can be no monetary transaction associated with any skill or object exchanged on a Buddy Board. This also means that if used at an event, the event should be free and accessible to all.
- The Buddy Board cannot be turned into an analog job offer/search post, nor used for advertisements of any kind.
- *Buddy Up!* is not a dating platform.
- Each Buddy Board needs a Privacy and Information Management Disclaimer (see example attached).
- When taking down any Buddy Board, please ensure all Buddy Cards are destroyed and participants have been matched.

HOW DO I START A BUDDY BOARD?

1. Identify a shared place with a trusting atmosphere which sees people go through, wait in, and use together. This can be a Community Center, office, cafe, library, outdoor covered space, or any other common area where you think a Buddy Board would be used.
2. Obtain authorisation from the administrators of the space you chose.
3. Build Your Own Buddy Board (BYOBB!) based on the simple instructions below. If the dimensions and materials below do not fit well in your space, feel free to change the look of the Buddy Board according to your space's and community's needs. However, we do ask for the Buddy Cards to keep the *Buddy Up!* content, font, and to be printed on coloured paper (see PDF file).
4. Send us an email at buddyupvancouver@gmail.com so we can get excited with you and promote your Buddy Board for you!

MATERIALS

- 2 wood planks sized 4' x 6" x 2"
- 2 wood planks sized 3' x 6" x 2"
- 1 wood sheet sized 2' x 2' x 2" (minimum)
- 1 roll of twine
- 1 pack of nails (around 40 nails)
- blue and yellow paint

TOOLS

- ruler/measuring tape
- drill
- saw (hand or automatic)
- sander
- hammer
- paintbrushes

INSTRUCTIONS

1. Drill holes into each of the four sides of the frame. They need to be spaced equally (approx. 8cm/3" apart) and be drilled in the same position on each side to make a straight grid system. Sand all of the planks to remove splinters.



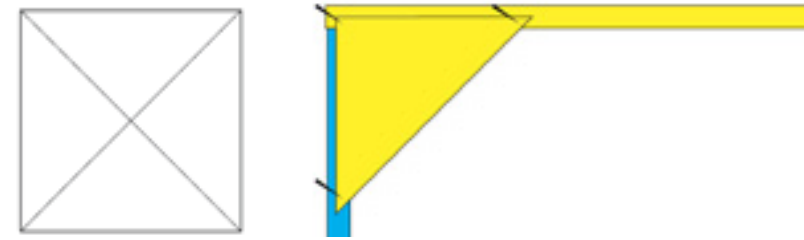
2. Paint one of each size of wood plank blue, and one of each size of wood plank yellow. If desired, coat again in the same colours. Let dry completely.



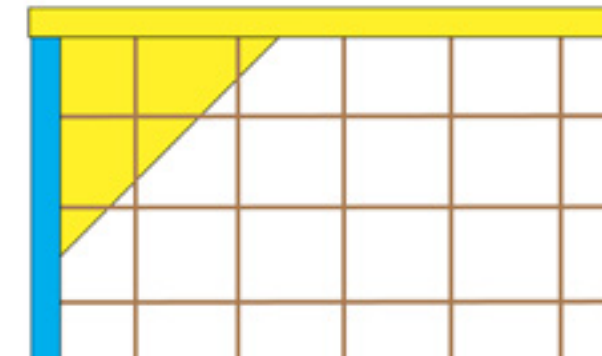
3. Assemble the wood planks by hammering nails into each corner, and placing the two planks of equal size parallel to each other.



4. Cut four same-sized right-angle triangle corners from the wood sheet to fit into each corner. You may choose to paint these as well. Hammer the triangles into each corner by placing it on the back of the wooden frame.



5. Pass the twine through each of the drilled-in holes and knot it at all four ends to keep the grid pulled tight.



ONGOING INSTALLATION FORMAT

1. Once you found a space in which to place your Buddy Board, have the Buddy Board constructed, and the Buddy Cards printed, bring it all in!
2. Ensure you have a basket nearby or on the Buddy Board with clothes pins, as well as a container to place the Buddy Cards in.
3. Have the Privacy and Contact Information Management Form pinned up on the Buddy Board for it to be visible and to avoid any liability issues. This form should contain your contact information as well as our email for people to have an avenue to raise any questions or concerns.
4. Have a visible sign that says "Buddy Board" as well as the set of instructions (see PDF on following page) which can be adapted to your community's needs nearby or on the Buddy Board. The instructions should clearly explain that it is each participant's responsibility to match themselves.
5. Ensure you or another volunteer check on the Buddy Board at least once per week to verify that:
 - its built structure is stable
 - the twine grid is still tight
 - no advertisements or inappropriate Buddy Cards are hanging
 - no other damage or issue is to be found

SHORT-TERM EVENT FORMAT

1. Buddy Boards can be nice elements in a variety of public and free events, including Holiday Season markets, crafts fairs, public space activations, meet n' greets, etc. If used in any such temporary setting:
2. Ensure you have a basket nearby or on the Buddy Board with clothes pins, as well as a container to place the Buddy Cards in.
3. Have the Privacy and Contact Information Management Form pinned up on the Buddy Board for it to be visible and to avoid any liability issues. This form should contain your contact information as well as our email for people to have an avenue to raise any questions or concerns.
4. We suggest adding string lights around the Board to make it even more eye-catching.
5. Have at least one person near the Buddy Board at all times to explain participants what to do, on top of having a visible set of instructions nearby. A sandwich board is often a nice platform for instructions. Make sure you let participants know that you will be making the matches later on and that they will receive an email with their new buddy's contact information.
6. Matchmaking time! This requires some time and focus. We suggest you write an email to each participant (see Email Template Matchmaking) outlining either one or multiple buddies that could teach or give them something they are looking for. This way each participant only contacts the person they can learn or receive something from, and will themselves be contacted by someone who they can teach or give something.

BUDDY CARD PRINTING PREFERENCES

- Print double-sided on 8.5" x 11" white, yellow, and/or blue cardstock paper.
- Print at least 100 cards in total to begin with, and replenish as necessary.
- Please do not remove or replace the *Buddy Up!* logo, description, or instructions that are provided.
- Please print privacy and information management statement below and instructions on final page to attach to Buddy Board.

PRIVACY AND INFORMATION MANAGEMENT STATEMENT

The CityStudio *Buddy Up!* Project aims to encourage community resilience by rediscovering the non-monetary value of networks of skill and knowledge exchange. This could not work without participants exchanging their contact information with each other in order to foster a stronger community.

The *Buddy Up!* Project only keeps your personal contact information until the end of the event to match participants with their buddy and connect them. No contact information will be kept after the matchmaking was made. Minors are welcome to participate, however they need the approval of their parents or legal guardian before doing so. Participation is at your own discretion and although *Buddy Up!* mediates content on the Buddy Boards, it does not take responsibility for any inappropriate activities.

If you would like to share a personal story or experience, we will be anonymously sharing those with the Resilient City Office of the City of Vancouver to shape key goals of the Resilient City Strategy based on Vancouver's stories. No personal contact information will be kept for this activity.

Pictures of the front part of the Buddy Cards (i.e. skillshare) may be taken and shared on social media. These would only show the diversity of skills and things Vancouverites have to offer.

For any concerns or complaints, please contact *Buddy Up!* at buddyupvancouver@gmail.com

Sincerely,
Buddy Up!

EMAIL TEMPLATE FOR MATCHMAKING (EVENT FORMAT ONLY)

Email Subject: *Buddy Up!* Matchmaking

Text:

Hi Friend!

You participated in our *Buddy Up!* event on [DATE OF EVENT], where you hung up a filled-out Buddy Card sharing with us what skills you have to offer and which ones you'd like to learn. This was a total success, and that's why I'm emailing you to connect you with the person(s) who "matched" with you. See below for the description of their amazing talents/interests. The next step for you is to go ahead and email or phone the person(s) listed here to offer your help or ask for their support and exchange skills and ideas. Don't be shy, everybody has a story and us Vancouverites are learning how to share that story and make new friends in the city.

Feel free to email me with any questions, concerns, or feedback.

YOUR MATCH:

[NAME OF MATCH] wants to learn more about [INTERESTS/SKILLS THEY WANT TO LEARN]. They can do [INTERESTS/SKILLS THEY CAN OFFER]. *Buddy Up!* at [EMAIL ADDRESS].

Cheers,

[YOUR NAME]
Buddy Up!

BUDDY
UP!

FILL ME IN • PIN ME UP • FIND YOUR MATCH
A COMMUNITY BOARD DESIGNED TO SHARE SKILLS AND
INTERESTS FOR A MORE COLLECTIVE VANCOUVER

I CAN:

I WANT:

FLIP ME OVER

BUDDY
UP!

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I CAN:

I WANT:

FLIP ME OVER

DISCLAIMER
This is a template for a past
Buddy Up! event. Please
ensure you modify this
template to best fit your
project.

BUDDY
UP!

Leave your contact information to get in touch with your buddy!

BUDDY
UP!

Leave your contact information to get in touch with your buddy!

NAME:

NAME:

PHONE NUMBER:

PHONE NUMBER:

EMAIL:

EMAIL:

MESSAGE:

MESSAGE:

#BUDDYUP

#BUDDYUP

BUDDY
UP!

Leave your contact information to get in touch with your buddy!

BUDDY
UP!

Leave your contact information to get in touch with your buddy!

NAME:

NAME:

PHONE NUMBER:

PHONE NUMBER:

EMAIL:

EMAIL:

MESSAGE:

MESSAGE:

#BUDDYUP

#BUDDYUP

How to find a Buddy!

Buddy Up! is a community board designed to share skills and interests for a more collective Vancouver. Here is how you participate:

1. Grab a Buddy Card
2. Write down what you **can** teach or give, and what you would **want** to learn or take in return
3. Write your contact info on the back of the Buddy Card
4. Hang it up and see if anyone else has the matching skills or interests for you
5. Grab their card and get in touch with your Buddy!

BUDDY
UP!