



***We want families to feel good about coming to the Clothes Closet!***

*You can help by:*

*Being welcoming to all families and students.*

*Help them find needed items.*

*Keep the Clothes Closet neat and clean.*

Needs to keep in mind throughout the day:

**Morning:** Open at 10:00 a.m.

- ❑ Identify who will work in the sorting room and who will work in the distribution room. Distribution room needs to be staffed at ALL times.
- ❑ Review Sorting Room and Admit Slip Procedures.
- ❑ If you have enough staff in the Distribution room, volunteers are needed in the sorting room to process donations.
- ❑ Replenish needed items, for example shopping bags, socks, underwear, clothing or other areas of need. *Please do not over load the racks!*

**Afternoon:**

- ❑ Assign coverage for sorting and distribution room.
- ❑ Make sure all new volunteers review Sorting Room and Admit Slip Procedures.
- ❑ Bring empty hangers to the sorting room and place on appropriate racks.
- ❑ Fill-in racks that may need additional clothing. Especially warm winter garments.

**Last shift:**

- ❑ Make sure all new volunteers review Sorting Room and Admit Slip Procedures.
- ❑ At 6:30 begin reminding families that they need to be ***finish shopping by 7 p.m.***
- ❑ At 6:50 make a final call for check out by 7 p.m.
- ❑ Re-hang any clothing that may have fallen or placed aside by families. Restock where needed.
- ❑ Bring empty hangers to the sorting room and place on appropriate rack.

***If you have any questions, please call Volunteer Services at X64443 (green button).***

***Thank you for Volunteering at the Clothes Closet!***