

Guidelines for Runners

1. Runners will receive requests from counselors and nurses for the school or for specific students.
2. Go to the middle school office and ask for a key to the OW room in the basement.
3. Look through the racks and bins for the items requested.
4. Try to give each child enough clothes for a school week if we have them. So 5 prs of pants, 5 shirts, a hoodie or two and 5-7 prs of socks and underwear if requested.
5. The racks and bins are marked by season and size. You can look in the different seasons racks and bins and a size up or down if you are having trouble finding what you need.
6. Also there are bins on the tables holding the clothes that haven't been put away. You can definitely take from there too.
7. Shoes are on the shelves on left hand side wall.
8. If we are low on items, certain sizes, etc., please let the Project Clothes coordinator AND President know so it can be advertised in the next OW eNews
9. If you are working in the room and leave your project undone, please leave a note and your name, date.
10. If you come across something when you are sorting, pulling clothes and don't know what to do with it, leave a note so the project chair knows what's going on.
11. If you pulling clothes, please do not leave empty hangers on the racks. It will leave more room on the racks for clothes and we need the hangers to hang clothes that are sorted. We have a rack just for hangers. There is also a wire rack that sits on the floor that is just for wire hangers.
12. If you have trash, either remove or leave by front door of room, with note "TRASH" or "RECYCLE", and let front office know to notify custodians. They don't go in OW room on a regular basis.