

Project Back to School Sorting Directions

Donated Items

1. Donations are left on the table. If there are a lot of donations, it is easier to sort similar items first and then put away in bins.
2. Throw out any used/opened hygiene products and any marked up/dirty back to school items. Remember these items are being given to students.
3. Personal hygiene products are in alphabetical order on left side. Travel size items are collected in separate bin from regular size items.
4. Back to school items are on the right side. Backpacks are on top of the rack, separated by boys, girls, unisex, and elem v secondary. Notebooks are on the floor on the left side and binders are on the floor on the right side in back of the racks.
5. If you are unsure about any items that are donated, just leave out on the table and one of the project chairs will determine what to do with item.
6. If a bin is full, start a new or larger bin. Label outside of the bin using the label maker (in supply drawer), or put a temporary post it label on the bin
7. Backpacks prefilled with elementary, middle school and high school items are under the table in bins. Runners can use these backpacks to fulfill requests. If you take a backpack, please log out on the sheet in the bin.

Prefill Backpacks

1. Use the lists to prefill backpacks.
2. Before the start of each school, prefill backpacks per counselors requests. There may be some items we don't have for the back pack so on the sheet, just mark "NEED" in pencil. Be sure the sheets are attached the backpacks securely.
3. Leave the prefilled backpacks under the sorting table in the appropriate bin.

Runners

1. If you are fulfilling a request and need back to school items, you can take one of the prefilled backpacks under the sorting table. If you take a backpack, please log out on the sheet in the bin.
2. If there is no backpack for grade you need, use the list on the table to fill backpack. Be sure to log out the backpack.