

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 right 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. Binders: we only keep 1" binders, hard (no floppy)
7. If there are loose items in a bin (i.e. erasers, etc.) put in plastic bag and put back in bin
8. If a bin is full, start a new or larger bin. If there is no bin, use the a box, put on floor, and label. Label outside of the bin using the label maker (in supply drawer), or put a temporary post it label on 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.

Runners

1. If you are fulfilling a request and need back to school items, use the list on the table to fill backpack.