BEE CAVE DONATION SUNDAY INSTRUCTIONS

Volunteer Positions
- Taking bins and a-frames out Sunday prior
- Putting bins and a-frames away Sunday prior
- Taking bins and a-frames out Sunday of
- Putting bins and a-frames away Sunday of
- Sorting/bagging
- Good Will run

Supplies
- 2-gallon Ziploc Bags for clothes
- 1-gallon Ziploc bags for toiletries
- Labels for 2-gallon bags
- Trash bags for storing clothing Ziplocs

Sunday morning PRIOR TO Donation Sunday:
- A-frame signs need to be taken from the storage closet on the 3rd Level of Building A and placed outside of Buildings A & D before first service.
  - Key for storage closet is in Commissary Key box
  - Facing outward on signs should say: “Next Sunday”
- Signs are returned to the storage closet after second service.

Morning of Donation Sunday:

Pre-Service:
- A-frame signs need to be taken from the storage closet on the 3rd Level of Building A and placed outside of Buildings A & D before first service.
  - Facing outward should say: “This Sunday”.
- Donation bins, also in storage closet, should be placed next to a-frame signs outside of Buildings A & D before first service.
- Donation room should be set up with tables, typically in a U-shape: one side for children’s, one side for men’s, and one side for women’s, with a separate table for sorting toiletries.
- Corresponding size labels (found in file box in storage closet) should be taped to the edge of the tables accordingly.

During Service:

Bins:
- Designate volunteers to check the bins and roll them to the sorting room to dump out when they fill up. Then, roll them back out for more collections.
- Once first service begins, they will not fill up as quickly and can be left until people start arriving for second service.
- Once second service begins, bins can be left out until about 11:30, at which time the bins can be rolled in, emptied and replaced into the storage closet.

**Clothes:**
- Sort and fold the clothes into piles using the plastic cards:
  - Women’s & men’s: XS, S, M, L, XL, XXL
  - Girl’s, and boy’s: XS, S, M, L, XL
- As you sort, sift through the articles of clothing, creating a pile of clothes that cannot go on the truck. This includes:
  - Underwear
  - Broken shoes
  - Bathing suits
  - Winter clothes in the summer time
  - Any provocative language or imagery
  - Pajama’s
  - Formal attire
  - Clothing that is stained or dirty
- Once all of the clothes have been folded and sorted into piles, take the two-gallon plastic bags and place four of each type of clothing into each bag.
  - Example: one two-gallon bag might contain 4 size L, men’s shirts, another might contain 4 size XS girl’s pants.
- Use the provided stickers to label the bags accordingly.
- Once all of the clothes are put into two gallon bags, load an equal amount of each type of bags into large trash bags, as best as possible.
  - Do your best to fill the trash bags with an even distribution of types, sizes, and genders of clothes.
  - Once all two gallon bags have been distributed to trash bags, and tie the trash bags.
  - Put Goodwill clothes into a trash bag to be dropped off.

**Wrapping Up:**
- Take time to pray over the clothes and the people that will receive them as a team. 😊
- One volunteer takes the Goodwill clothes to Goodwill.
- Remaining volunteers will:
  - Clean up supplies
  - Load the donations closet with trash bags of clothes
  - Take signs and bins back to the storage closet if it hasn’t already been done