

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
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- 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.
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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