

Clothing Pantry Information Sheet

A. The give-away

- a. Is the 3rd Thursday of each month unless it falls on a holiday, then it is the week before.
Time: 1:00pm-3:00pm- Give away.
- b. Volunteers need to be there from 12:30pm-4:00pm.
- c. The first give away will be February 18, 2010.

B. Donations

- a. Donations are left at the door outside of the sanctuary. They are brought by you.
- b. The donations need to be put in the 1st room, where the clothing racks are.
- c. If there is a large amount of donations, they can be kept in the 2nd room or outside the hallway near the kitchen. Remember no clothing is kept in the sanctuary.

C. Clothing to keep

- a. Clothing is sorted in the 2nd room.
- b. Keep only clothes with labels in tacked.
- c. Clothing with stains, holes, faded or out of date are bagged and then taken to the Salvation Army. The plastic bags that the donations come in can be kept and used for the clothing that is going to the Salvation Army.
- d. Boxes that donations come in that are in bad shape need to be broken down and stored in the 1st room. Pastor Mike Dissmore will make a run to the recycling on his way home once a week.
- e. The clothing we keep, are put in boxes or on the shelves. We label the boxes and hang up the dress clothing.
- f. Shoes are checked for worn bottoms and kept in the 3rd room on the shelf.
- g. Hand bags and sleep wear are kept in boxes in the 2nd room.
- h. We are not keeping anything other than clothing or bedding. All other things will be taken to the Salvation Army or Goodwill. *You need to take them with you when you leave and drop them off.*

D. Plastic bags used for the give away

- a. Clients are not allowed to use their own bags at the give-away. They must use the plastic bags we supply. **No exceptions.**
- b. Plastic bags used for the give-away can be found at Wal-Mart's. The large recycle boxes can be found just inside the doors where the shopping carts are. A volunteer needs to go there once a week to keep your supply full.
- c. These bags can be folded lengthwise and put in a Rubber Maid tote in 3rd room.

E. Week 3 of each month- Set up days are Monday and Wednesday before the 3rd Thursday

- a. Wooden hangers on the clothing racks in the front area are taken down and put in boxes in the sanctuary.
- b. All the church items are taken out of the foyer and bathrooms and put in the sanctuary for storage until after the give-away.
- c. Tables that are out in the foyer are used to put clothes on. The folding tables need to be set up in the back hallway. Folding tables are kept in the back door entrance.
- d. Tables are marked with girls, ladies, men, boys and baby/toddlers. All clothing are placed on the tables by categories not by size.

F. The Day of the give-away 3rd Thursday

- a. At least 5 volunteers are needed. 1 greeter, 1 by bathroom and 3 down the back hallway.
- b. Don't let anyone in to use the bathrooms until 1:00pm when the doors open. . If you let one person in, they all want to go.
- c. The lights are kept off until you are ready to open. Otherwise the people in front can see what is there and will rush to get there when you open up.
- d. Before opening all volunteers need to gather for a time of prayer.
- e. Someone needs to go out and greet them and let them know that any volunteer is there to pray for them.
- f. Clients are to come in the front door and exit through the back side door after going down the back hallway clothing tables.
- g. At 3:00pm clean up begins. Start to pack up the clothing. Those inside by still shop but doors need to be locked so no one else comes in.
- h. After the give away the tables need to be taken down and the foyer needs to be put back the way it was before the set-up.
 - i. Make sure sanctuary is back the way it was.
 - ii. Hangers can be put back up
 - iii. Vacuum carpet and wash windows
 - iv. All the extra boxes and totes are put back in the first room.
 - v. Bathroom is clean and items put back in there.

Leaders

Steve and Lisa Martin-Thiering (Monday and Thursday)- steveandlisa1990@yahoo.com 359-8841

Tanya Adkins- (Wednesday)- barefeet777@yahoo.com 359-1290

General guidelines

Week 1, 2 and 4 (Monday, Wednesday and Thursday)

Volunteers will be-

Bringing in clothing from outside

Sorting clothing

Those clothes kept are stored

Those clothes not in good shape are bagged in kitchen tall bags

When you leave, make sure area is in good shape and nothing is in the sanctuary

Take clothes in kitchen tall bags and drop off at the Salvation Army or Goodwill

Fold plastic bags and put in bin.

Week3 (Monday, Wednesday and Thursday)

Volunteers will-

Bringing in clothing from outside

Sort

Set up tables for give away

Put labels on tables

Set clothing out on tables

Make sure foyer and bathroom is ready for give away with everything put away.

Clothing pantry is located at Rock Assembly of God – 2232 Hermitage Lane Janesville, WI