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Service hours instructions:

1. Sign up on this form to let us know when you will come help out and how long you plan to be there.
2. Check in with a MRC front desk worker when you arrive; writing down your name, Bearpass #, and what time you arrived, as well as what program you need your service hours to be applied to (Inclusive Excellence, GEP, etc.).
3. Ask to be assigned your first task and let someone know when you have completed it or if you have to leave and it is not complete, let them know what still needs to be done for that task.
4. Sign out with an MRC front desk worker- all you will need to do is add what time you are leaving at.

Closet Tasks

1. Organize donations and get rid of anything that has non-design-related rips or tears, stains, is in bad condition or extremely worn, or items that college students will not be interested in. Separate out into anything that is utterly unwearable to throw away, and poorer condition items that we can still donate. Bag up and label accordingly (“trash” and “donate”). Locate a dumpster where we can take the “trash” bags, if possible and do so. Leave the donation bags all together.
2. Gather together extras of small sizes and extras of clothing that we don't need but that is in good, wearable condition and appropriate for high school students or below, or any good condition clothing we have that seems to be a better style for middle or high school students. For example, they always need athletic wear. Bag up and label “SPS donations”. Note: these will be donated to the PTA clothing closet for Springfield Public Schools.
3. Organize all donations by type of item:
 - Dress/professional tops (jackets, vests, blouses, shirts, dresses)
 - Dress/professional bottoms (pants, skirts)
 - Casual tops (sweaters, t-shirts, blouses, tanks, dresses)
 - Casual bottoms (skirts, shorts, jeans, pants)
 - Underwear, bras, tights, socks
 - Swimwear
 - Athletic wear (leggings, hoodies, tanks, shorts, skirts, shirts, sets)
 - Jackets/coats (rain and cold-weather jackets and coats)
 - Pajamas
 - Jewelry and accessories
 - Shoes
 - Bags
 - Non-clothing (bedding, towels, hygiene and cosmetic items)

- Gender transition related items (chest binders)- do NOT put these out in the closet at any time but collect and then give to MRC staff to store safely
- 4. Sort these items into the correct storage containers based on item type, or put them out in their spaces in the closet for items such as accessories, items that go in the drawers if there is space, shoes, bags, jewelry, non-clothing, etc.
- 5. Organize all clothing by season (Fall, Winter, Spring, Summer).
- 6. Transition the clothing that is out in the closet from Summer to Fall clothing.

Note: some items may be left out year round if they would be usable year round, especially professional clothing and shoes. For example, we will still put out some jeans and longer pants in the summer, but more summer appropriate ones and not very many. We may put out some shorts in the Fall and Spring, but not many. Same idea goes with shirts. Rain jackets and some light jackets or hoodies can still be put out during warmer seasons.

- 7. Make sure racks are full but not too full to browse. Make sure you organize items by size and put them in the correct areas, marked by the plastic dividers. Look up men's and women's size charts if needed to determine what general size a number is. Don't put out an item if no one has figured out the approximate size of it (you can compare it to other items if it isn't labeled).