



Mobile Sort Procedures

Welcome and thank you for your help with The Caring Center's Mobile Sort!!

Please print and distribute these procedures as your guide for the sort.

1. Provide plastic trash bags and sharpies to your volunteers, then unload the truck.
2. Start by choosing a bag of clothing or household items. Dump out the bag as to avoid any potential sharp objects in the bag.
3. As you choose clothing or household items to sort, create a DONATE and KEEP pile.
4. Place your item in the DONATE pile if there are any:

Stains	Rips
Tears	Overly worn
Pilling	Unpleasant smell
5. If your item has none of the above and can go in the KEEP pile, sort the clothing into categories:
BOYS GIRLS MEN WOMEN BABY HOUSEHOLD
6. If you have additional time, you can further sort each clothing category from above into the following categories:
PANTS LONG SLEEVE SHIRTS SHORT SLEEVE SHIRTS SOCKS SHORTS.
PAJAMAS SHOES
7. If you have further time, you can sort each category into sizes.
SMALL MEDIUM LARGE X-LARGE AND UP
BABY 0-12 MOS BABY 12MOS-18MOS 2T 3T 4T
8. Once the items are sorted, place each category into it's own bag and label the bag with a Sharpie. For example: MENS PANTS SIZE MEDIUM
9. Reload the truck with KEEP bags.