

2018 Madison Knitters' Guild Sale
Monday, December 10

Instructions for Collection of Knit Donations and Handing Out Yarn for January Projects

Thank you for volunteering to collect and sort knit donations and to oversee distribution of yarn and patterns for dish/wash cloths and military caps (the January donations focuses). Donations will be collected at tables in Room 122.

Please check in with Rae when you arrive for your first shift. She will be your go-to person. For instance, she will help replenish supplies, boxes, and answer questions.

Materials provided: labels for East Madison Community Center, The River Food Pantry, Bayview Community Center, Columbus Hospital and Spring Donations; pens, paper, tags, tape, tally sheet, boxes of yarn, flat plastic tubs to hold yarn, patterns/plastic stands. As needed, get additional packing boxes from the cafeteria. Take well-used empty boxes (e.g., with broken handles) first. Remove and keep any labels. Replace with the donation labels.

In-coming Donations

Sorting donations: see page 2.

Ask donors to fill out and attach a tag (with first name of knitter and care requirements) to each donated item (except critters, dish cloths). If scarves come in with double tags, remove the second tag.

Since people will be busy shopping, there is no need to display donations. Count and divide evenly among the agencies, with exceptions as noted in the sorting directions, as donations come in. Keep a running tally. A form will be provided.

Close up the boxes as they fill up. *Write on the white label the general types of items in the boxes.* At break, work with the toiletries collection volunteers and the delivery people to get the boxes to the delivery people's cars. Delivery people: Betty Ulanski—The River, Kris Rasmussen--East Madison, Ellen Lewis—Bayview, Marcia Bolles—Columbus Hospital

Dish/Wash cloths & military caps (donation focuses for January)

Encourage members to take the yarn and patterns we provide or to use yarn from stash and any dish/wash cloth pattern they like. Continue to put out more yarn from boxes.

If printed patterns run out, refer knitters to the MKG site under Community Projects/patterns.

Leave the yarn and patterns on the table for people to pick up during break. Clearing it will be left to the clean-up crew after break.

Count, sort and pack donations as they come in:

Adult hats, scarves, mittens, cowls (including sets)-
EMCC, The River, Bayview

Hat, scarves, mittens for Children (including sets)-
The River, Bayview

Teddy bear holiday design fleece baby blankets-
Bayview

Other fleece and knit/crocheted baby blankets-
Columbus Hospital

Sweaters- **The River, EMCC**

Baby items (not blankets)- **The River**

Head bands- **Bayview**

Miscellaneous (slippers, potholders, lap blankets, etc)-
The River, EMCC

Spring donations-dishcloths, shawls- return to the
locker