

2018 Madison Knitters' Guild Sale  
Monday, December 10

## Instructions for Collection of Toiletries

Coordinator: Rae Sprague

Thank you for signing up to collect toiletries which will be delivered to East Madison Community Center and The River Food Pantry. **Please check in with Rae when you arrive for your first shift.**

The toiletry collection area will be inside Room 122, next to the collection of knit donations.

We can accept trial or full-size, **unopened** feminine hygiene products (pads and tampons), diapers in all sizes, baby wipes, deodorant, shampoo/conditioner, soap (hand soap and bath soap), toothpaste/toothbrushes, toilet paper, paper towels, etc.

### **Materials provided:**

small boxes (4 at beginning, 2 for each agency; use emptied yarn boxes as needed)  
large boxes (2, 1 for each agency)  
printed box labels (EMCC, The River)  
pens/pencils  
scrap paper  
scissors  
tape (regular and packing)  
toiletries instructions

As donations come in, divide them evenly between the two agencies' boxes. Use the large boxes for the larger, lighter donations (e.g., paper products). Close boxes as they are filled. When you need more boxes, use the empty boxes under the sale tables in the cafeteria and the agency labels provided. Take well-used empty boxes (e.g., with broken handles) first. Remove and keep any labels. Replace with donation labels.

**At break:** Tally the number of large and small boxes going to each agency. Work with the knit donation collections volunteers and the delivery people (Betty Ulanski—The River, Kris Rasmussen--East Madison,) to get the boxes loaded into their cars.