

# **A Shoreline PTA Council Family Resource – The WORKS**

**Mission:** To coordinate the combined efforts of District PTA units in providing clothing and product support to district families with a low income or circumstances that make it challenging to clothe their children adequately.

**Vision:** To combine District PTA unit sponsorship and community support to continue to provide the same level of clothing and product support for the growing number of families needing assistance within the Shoreline School District.

## **Goals:**

- Provide clean, gently used children's clothing
- Provide 5 pair (school week) of new socks & underwear on first visit
- Provide each family a hygiene pack

## **Governance**

### **Board**

The Shoreline PTA Council, a 501(c) 3 corporation is governed by the Board of Directors. The Shoreline PTA Council is comprised of the Executive Committee, appointed committee chairs and Local Unit PTA Presidents in the Shoreline School District schools. They adhere to standing rules which govern all events and programs. One of the programs is a clothing room called The WORKS.

### **Committee**

The Works Committee is a group of PTA volunteers from throughout the Shoreline School District and oversees the day to day operations of the program.

### **Local Units**

Each local PTA unit, as a Shoreline PTA Council member, supports The WORKS in a variety of areas. Local PTA's are the financial foundation for the program. They promote the need for gently used children's clothing and sponsor product drives of socks, underwear and hygiene products. Each local PTA provides volunteer support at The WORKS two Wednesday nights during the year and for special events such as the Back to School Event and Opening Night. The Family Service Chair of each local PTA is the liaison between the local PTA & The WORKS committee.

## **New Socks, Underwear and Hygiene Products**

Goal: To maintain level of service to the increasing number of children

### **Local PTA's**

Local PTA sponsorship combines foundational funding and on site product drives throughout the year to gather new socks, underwear and hygiene products. These products are distributed through The Works at the beginning of the school year through the Back to School Event or on a family's first visit each year. With the continued increase in families the support needed from each local PTA also increases. How many socks and underwear we can provide will depend on each year's donations.

Product drives are a great way to combine community, PTA, school administration and the student council of your school. The WORKS committee is a great resource of experience and ideas of how to make your drives fun and successful. *See Product Drive Items.*

### **Product Drive Documentation**

When you have completed a product drive fill out the *Product Drive form*. Make sure the form is included with your drive items when dropped off at The WORKS. This information is used for providing documentation for grant writing, Golden Hanger Award, newsletter information, and to gather ideas for future family service chairs.

### **The Works Committee**

The Works Committee receives, documents and processes the local PTA & community product donations as they come into The WORKS. These products are then sorted and stored to make up new packets of items for families. The funds provided by local PTAs are then used to purchase items needed to provide 5 pair of underwear and socks to the students needing assistance at the beginning of the upcoming school year.

Product Drive items are packaged for distribution and stored ready for the Back to School Event in August. Work parties of both adults and youth assist in sorting and packaging throughout the spring and summer. If you or a group you know would like to help with packaging, please contact the volunteer coordinator.

# Gently Used Clothing Donations

## Local PTAs

Local PTAs through the Family Services Chair(s) support Shoreline families by gathering, laundering and dropping off their school's lost and found clothing. They also provide clothing support in a variety of ways. Information and reminders are sent home throughout the year to school families regarding donating gently used clothes. There are reminders in newsletters, on their PTA website and The WORKS poster and information on the PTA bulletin board. They pass on the email Volunteer Update Newsletter to keep PTA members informed as to how their donations are being used. Some local PTAs sponsor specific clothing drives for used coats, gloves, etc. Clothing donations can be dropped off Wednesday nights from 6:00-8:30pm at The Works.

It is important to consistently remind families that The Works **only takes high quality, gently used children's clothing & shoes**, not dishes, toys, household goods. Those items should go to another charity of your choice.

## Wednesday Nights

Clothing donations are counted and recorded as they arrive at The WORKS. This information is used for record keeping, grant writing and for forecasting volunteer and other needs in the future. They are carefully sorted for stains, holes, missing buttons etc. and moved into the store to be made available to the families. Unacceptable clothing is bagged and taken by volunteers to Deseret or Goodwill.

## **On Site Volunteer Information - Wednesday Nights**

### **Volunteer Agreement & On Site Guidelines**

We ask that each member of the sponsoring PTA volunteering for The WORKS complete a *Volunteer Agreement*, and understand the commitment they are making. The Shoreline PTA Council is very concerned about protecting the confidentiality of the families who come to The WORKS. Your Volunteer Agreement can be turned in upon arrival at The WORKS.

The *On Site Guidelines* informs the sponsoring PTA volunteers of what to expect when they come to volunteer.

### **Wednesday at The WORKS**

#### **The Store**

Wednesdays start off with picking up and stocking the store. Volunteers work to straighten clothing racks according to sizes, hang up clothes left on the floor or off hangers from the previous week or hang up clothes brought over from the Sorting Room.

#### **Registration**

Families are required to bring an ID with them to enter The WORKS. This can be a WA Driver's License showing a Shoreline address or a Shoreline School Student ID. If they have no WA ID they can show an electric bill with their name and address on it to prove they live within the City of Shoreline. Their family sheet is pulled and families are notified if they have used up any of their allotments before placing the sheets into the process.

#### **First Time Families**

On their first visit to The WORKS each year families receive 5 pair of underwear and 5 pair of socks per child in school. They also receive a hygiene pack with a toothbrush for each child and deodorant for children 5<sup>th</sup> grade and above. Those doing registration confirm the children's sizes and preferences (boxer or briefs) before putting the family sheets in the process.

#### **Family Check Out**

Each family is given an allotment of clothing per child for each school year. This allotment is tracked on their family sheets. When they are ready for check out the volunteer finds their family sheet and then counts the number of each clothing type and records it on the back of the sheet. The sheets are updated by the Data Administrator each week.

## **Confidentiality**

All of the families we serve at The Works have children attending school in the Shoreline District. As our neighbors and friends, The Works volunteers do their best to give them the support they need. They also do a great job in maintaining the confidentiality of the people we serve. Being in need is not something our families want or need advertised and thanks to the ability of the people volunteering in our program we have been able to help maintain the dignity of the families we serve.

## **Serving our ELL Families**

Some of our families are English as second language learners, many adults will have their children or interpreters facilitate the conversation. We also have some deaf or hard of hearing families that may have helpers with them. Please be respectful of everyone who uses our services.

## **The Sorting Room**

We have a separate room where a lot of our work takes place. Donations come in here; bags are piled to be sorted. Our volunteers work in this room sorting through the clothes. They are checked for suitability, placed on hangers and hung up on racks. Rejected items are bagged and taken to Goodwill, Deseret or some other donation group that would have use for these.

## **Recording Clothing Donations**

Many donors drop off their donations on Wednesday nights. Please make sure they receive a donation receipt and the bag is recorded on the Clothing Donation Check In sheet. If a School or group comes to drop off a donation contact a Committee member so that we can make sure they have filled out a Product Drive Donation form and get a thank you for their hard work.

## **Dropping Off Donations Other Than on Wednesdays**

If you are unable to drop off your schools donations on Wednesday nights please contact The Works committee chair to arrange for someone to meet you to receive your donation. We record donations received for both grant writing and for reporting purposes.