

PORTLAND COUNCIL PTA CLOTHING CENTER

Marshall (Benson HS) Campus

3905 SE 91ST , Room B-60, Portland. OR 97266 – cross street is SE Powell

For information, contact: 503 293-0783 or ptaclothingcenter@comcast.net

Volunteer Instructions

Hours: 9:30am –1:30pm

(note: this allows volunteers to arrive 30 minutes before students and stay 30 minutes later)

Please note: the Marshall Campus has NEW RULES that must be followed... these rules are noted in bold below.

Without school volunteers we cannot serve the children that need us. Thank you for coming on your schools scheduled day.

1. **Check in and out at the Benson HS Main Office, using the main entrance only.**
2. Sign the Clothing Center Volunteer Log and make yourself a name tag
3. You may put purses and coats in a file cabinet.

The supervisor will give you a tour of the Clothing Center and ask you to either help sort clothing, or to be a personal shopper taking each student/student representative around and assisting in finding the items they need. As children arrive the supervisor will check them in and assign them to a personal shopper.

Tasks for sorting clothing are posted in the sorting area.

Tasks for personal shoppers are as follows:

- A. Along with an assigned student or student representative you should have a clip board with a list of clothing items and a plastic bag to put clothing into. This list is yours to write on and keep track of clothing. You must hold on to the bag so that you can keep track of the amounts of clothing going out. This also frees our shopper to do shopping.
- B. Take your student/student representative around starting at New Room to receive new shoes, jeans, socks and underwear.
- C. Please find out as much information that you can about what clothing your student needs. Try to follow the suggested clothing amounts unless you find a student in greater need than what we normally allow. Your supervisor will know if we have enough clothing to give over the suggested amount.
- D. If we do not have something your student needs, please tell the supervisor. They can check into other resources.
- E. Clothing that is selected **must fit** the child. If you are having trouble with sizes please let the supervisor know. Encourage children to try clothing on so that when they get home they will not be disappointed. (We all know how that feels.)
- F. When you have finished with your student, ***have the parent/adult sign the white card***, then bring it back to the supervisor. The supervisor will need to know what items your student received. **We also want to make sure each student has what they need and that they understand they may come twice during the school year to visit the Clothing Center**, once before winter break and again after winter break.
- G. **Walk family/student(s) back to the main office area to check out.**
All volunteers and families must use the building main entrance.

When you leave for the day, please list the time you left and the number of hours you worked. Thank you so much and we sincerely hope that you come again. If you would like, you may return any M/Th school day to volunteer.