

Hello everyone!

First, Thank You for signing up for the Day of Service at the Thrift Store. I have attached a list of items that will be very helpful and appreciated. Some of these items have been identified that can be completed at any time, so if some have time restrictions, these may be for you! The other items need to be completed when we are closed, so I am proposing **Wednesday afternoon, Oct 12th from 5:00PM to 7:00PM.**

Please look at the list and email me back with what you would like to sign-up for. Some items will not take 2 hours, so feel free to sign-up for more than one. After all, have replied, I will send the completed list back to everyone. Please let me know if you have any questions.

Wednesday October 12th 5:00-7:00pm	Number People Needed	Name
Here are items that can be completed anytime:		
Move flowerpots from patio area to in front of each display area window outside. Rearrange / replace artificial flowers and fill with play sand to hold in place. There are bags of artificial flowers in the garage. Also straighten the two trees at front door and add more sand to hold upright.	1	
Trim holly tree to prepare for Christmas Tree decorating. Place pine bark in area around holly tree. (The needles don't last long, so we want to try pine bark). Brad suggested and the youth agreed, they will have a Moravian Star Celebration with singing and star lighting this year at store. This was the youth's suggestion and a great idea!	1 or 2	
Clean outside of windows.	1	
Clean Refrigerator, Sink & Microwave.	1	
Here are items that need to be completed when closed: (If someone cannot attend on Wednesday, we can make arrangement to open store another evening)		
Sort all glass items in donation area and recycle any odd number of matching glasses. We have found that if we have 3 or 5 matching glasses, they don't sell because customers feel that it is not a full set. If we have 3 and recycle 1, then it is an even set and they sell. Just something we have learned along the way.	1	
Clean out items not needed from lower cabinets in sorting area. (Paint, Lawn Spray, etc.) and move all store supplies there from metal shelves. This will leave space for 4 boxes for "Hold for Vicki to Sort". This needs to be completed before the next items below where the shelves are to be moved.	1	
Remove all glassware from donation shelves and cut and place shelf line in place. This will keep the damp / wet glasses from damaging the wood shelves. (We have the shelf liner). Some of the shelves have already been completed. While the items are off the shelves, we need to move the shelves back toward the counter and sink area about a foot to give more space near the sorting table.	2	
Clean off window display items from platforms, vacuum platform and clean inside of windows. Check for items that might have been pushed under platform.	1	
Remove shoes from racks and clean shelves, especially the bottom heel areas of shelves.	1	
Clean out dead stock in patio area and blow off patio, under mats at front door and parking area. (If someone has a backpack blower, this will be very helpful).	1	
Remove items from glass shelves in store area and clean glass shelves.	1	
Sort through clothing racks in store front and organize in correct size, all shirts buttoned at top, and hangers facing the same direction.	2	
Clean mirror in fitting room and vacuum floor and around baseboard.	1	
Vacuum around baseboards and hard to reach areas in store area.	1	
Use Van to take off season items to garage	1	
Materials Needed: (The Store will pay for all materials, just keep receipts and give to Dan Johnson. Please put your name on the receipt so we know who to payback)		
Someone to pickup bags of pine bark. Probably 4-6 will do the job.		
Might need 1 more vacuums if some folk can bring them) We have one at the store & Roger has brought 1 more to the store.		
Three bags of play sand should do the job for the flowers.		Jane & Buddy
Anything anyone thinks is needed, feel free to purchase and Sandy will write a check from the Thrift Store account.		