



**People Serving
People**

Outfit Bundle Volunteer Guide

Thank you for your interest in supporting People Serving People and joining us in our vision of ensuring every family has what they need. This guide will provide you with a list of materials and instructions to make your offsite volunteer activity a success. If you have questions, please contact us at volunteering@peopleservingpeople.org.

Project Overview

When families first move into our shelter, our team grants them access to our Clothing Closet and lets each individual pick out one brand new outfit of their choice. Your generous donation will help us stock our Clothing Closet with a variety of outfits for our families to choose from.

As you prepare your project, we welcome you to focus on 1 type of bundle listed below to simplify your volunteer experience, or to procure a variety of clothing sizes to reach more individuals.

Adult Bundle (Sizes S - 3X)	Child Bundle (Sizes 2T - XL)
1 Gender Neutral Top	1 Gender Neutral Top
1 Gender Neutral Bottom	1 Gender Neutral Bottom
1 Pair of Adult Socks	1 Pair of Children's Socks
1 Pack of Adult Underwear	1 Pack of Children's Underwear

Additional Items

- **Clear Gift Bags** - A clear bag will enable staff and families to view the contents of each bundle without having to disassemble it.
- **Notecards or Gift Tags** - You will use these to label the specific clothing sizes within each bundle.
- **Ribbon** - Use to bundle the folded clothing together and tie your gift tag label to the handle.
- **Markers & Scissors** - You should have extra office supplies like these on hand for labeling and decorating.



Step #1: Volunteer Activity Setup

To ensure a smooth flow of your group activity, we recommend your team dedicates time beforehand to set-up the event . Below you will find a recommended layout that we find works best for volunteer groups.

Based on the pictured layout on the next page, volunteers will assume position in the beginning of the assembly line to select and fold clothing items based on the size and demographic of their choice. Volunteers will then begin tying their folded clothing with ribbon and creating size labels.

Lastly, volunteers will put all of the Outfit Bundle content inside of a clear gift bag, in addition to tying the size label to the gift bag handle.

Step #2: Starting the Event

Before your team of volunteers starts on the activity, we recommend a leader in your group shares more about how Outfit Bundles are utilized in People Serving People's programming.

Take some time to provide your volunteer group with instructions on how the activity is designed to flow.

Assembly Lines

Start Here



**Clothes Folding
Station**

**Packing
Station**

**Bundling &
Labeling Station**



Start Here



**Clothes Folding
Station**

**Packing
Station**

**Bundling &
Labeling Station**



Note: The instructions provided above are recommendations on what we think will work best. However, we welcome you to set up and facilitate the activity however you think it'd best suit your group.

Step #3: Post Event

People Serving People would love to view and share pictures from your event. Please feel free to send photos to us as you coordinate your delivery.

To schedule a delivery with our staff, we ask that all donors complete our [In-kind Donation Form](#) to let us know of preferred dates/times. This also enables us to manage our inventory and to provide our donors with a tax donation receipt if requested.

Our staff will follow up to confirm a delivery to of our main locations:

- Downtown Shelter - 614 S 3rd St, Minneapolis, MN 55415
- St. Anne's Place - 2634 Russell Ave N, Minneapolis, MN 55411



Thank you for helping us fulfill our vision of ensuring *every* family has what they need.

Please reach out to volunteering@peopleservingpeople.org with any questions or concerns.