




**Sorting Soiree**  
**Teen**  
**Guidebook**

*Thank you for your interest in hosting a Sorting Soiree to benefit kids in Hillsborough County Public Schools! *

*This guidebook has everything you need to know or print to have a successful Sorting Party. As the host, you'll serve more hours than other volunteers – be sure to track those hours so we can give you credit!*

*After you've looked through it, please contact us with all your questions and let us know you are starting this project. [volunteers@oasisopportunities.org](mailto:volunteers@oasisopportunities.org) or (813) 699-9131*

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# HOW TO HOST A SORTING SOIREE

## **Step 1: Contact Us (recommended at least 2 weeks before events, weekend availability is limited)**

If you haven't already, contact us to let us know you plan to host a Sorting Soiree. We will send you electronic files to help you promote your service project through social media.

## **Step 2: Find a Site (recommended at least 2 weeks before event)**

- **OASIS Site:** We can host groups of up to 20 people at Gary Adult High School during school hours.
- **Your Site:** If you have a location such as a community center, school gym or assembly hall, or place of worship, we can bring the sorting to you. The space needs to have enough space for people to spread out, and it needs multiple tables (can be collapsible) with standing room.
- **Determine duration:** How long do you want your event to last? We recommend 2-3 hours.

## **Step 3: Promotion (recommended at least 10 days before event)**

Make posters, flyers, and social media posts to recruit volunteers to help you. You may also ask for donations of trash bags, gloves, and hand sanitizer. You may wish to create a Sign-Up Genius or other sign-up to get committed volunteers.

## **Step 4: Prepare For Your Event (recommended 1-2 days before event)**

- Print your Volunteer Sign-In/Sign-Out Sheet, and have it ready on a clipboard for your event.
- Print several copies of the Volunteer Instructions sheet
- Print photo release forms.
- Confirm date and time with your site.

Contact your volunteers to remind them of the date and time.

# HOW TO HOST A SORTING SOIREE, CONTINUED

## Step 6: Host the Event!

- Be sure to have volunteers sign in and sign out throughout the event, and gather the photo release forms.
- If you can, play music, games, and provide small snacks while the laundry is in the machines.
- Have each volunteer scan the QR code to log their service hours.

As the host, be sure to log all the hours you spent setting up and promoting the event.

# Sorting Instructions

- **Record Sign In time on the Volunteer Sign-In/Sign-Out Sheet.**
- Review items that OASIS will keep, recycle, consign, or throw away.
- Get familiar with the area so you know where to take things.
- Use gloves/mask if you choose to.
- Grab a bag of donations and start sorting!
- As you sort clothing items to keep, please separate them into washing loads: whites, lights, and darks.
- **Record Sign Out time on the Volunteer Sign-In/Sign Out sheet and log hours before you leave.**

## Log Your Hours!



- Let the Volunteer Leader know you are leaving.
  - Bring your school's physical service hours sheet to be signed by the Volunteer Leader or email it to: **[volunteers@oasisopportunities.org](mailto:volunteers@oasisopportunities.org)**.
- Your hours will not be approved until they are submitted through our system AND your school tracking system.*





## **Materials Needed**

1. Multiple tables to sort at (you provide at your site)
2. Disposable gloves and masks
3. Trash Bags and Sharpies
4. Bottled water and snacks (you provide)
5. Hand sanitizer

## **Site Set Up Instructions**

1. Arrive about 30 minutes prior to your volunteers. (An OASIS staff member will meet you there)
2. Set out multiple tables where volunteers can stand and sort.
3. Hang posters to guide volunteers' sorting.
4. Create areas for Consignment, Trash, Recycling, and Keep.
5. Know where restrooms and water are available.
6. Set out disposable gloves and masks for those who wish to use them.

## **When Volunteers Arrive**

1. Give instructions on how to sort into Keep, Recycle, Consign, and Trash piles.
2. Give an orientation of the space.
3. Have volunteers help unload donations to be sorted.
4. Turn on some music and get going!
5. Once the sorting is complete, check every bag/bin to be sure it is labeled and load up to send back to OASIS.

***Thank you for helping us get donations kid-ready!***



## OASIS Photo Release Form for Minors (if under 18)

OASIS Opportunities (DBA of OASIS Network of New Tampa) has my permission to use my or my child's photograph publically to promote the organization. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## OASIS Photo Release Form for Adults

OASIS Opportunities (DBA of OASIS Network of New Tampa) has my permission to use my photograph publically to promote the library. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



# Promotional Materials

You can use the following promotional material templates in Canva (it's a free service). You'll need to make a copy of the design, then you can edit it to add your specific time, date, and sign up links or QR Codes.

[Sorting Soiree Flyer](#)

[Sorting Soiree Facebook Post](#)

[Sorting Soiree Instagram Post](#)

If you share on social media, please tag us!



@oasisopportunities



@oasis\_opportunities

