

# Notions to Sort - Instructions

## Supplies

- ☐ Clear tape
- ☐ Stapler & extra staples
- ☐ Small hard plastic containers for pins (look in red & green supply drawers)
  - Designate one of these as your sharps container (for broken/ rusty needles or pins)
- ☐ Lots of sandwich and bead bags (20)
- ☐ A few quart bags (10)
- ☐ Lots of large bags to organize groups of items into (gallon, grocery bags, and other large bags) (5-6)

## Related Documents

- ☐ [Sorting Labels](#) (optional, print at home)
- ☐ [Notion Pricing Instructions](#)

## Instructions

### 1. Sort by Type:

- Categories
  - Bobbins
  - Pin cushions
  - Pins
  - Safety Pins
  - Thimbles
  - Threaders
  - Zippers
  - Needles (hand sewing)
  - Sewing machine parts and needles
  - Measuring tapes
  - Templates & rulers
  - Snaps & Grommets
  - Scissors & rotary cutters
  - Sewing kits
  - Miscellaneous Notions
  - Not Notions/ Sewing Accoutrement
  - While you are sorting:
    - Keep items that are already bagged in the bag (if all items fit in one category)

- Discard anything rusty or very damaged
- Put rusty/damaged sharps into your designated sharps container. Once you are done with the sort, make sure the container is secured shut and discard it in your regular trash.

## 2. Package:

- Bobbins
  - Sort matching types together and bag (no matter how many).
- Pin cushions
  - Remove all pins and needles. Sort into appropriate categories.
  - Bag all together and label "Pin cushions to price".
- Pins
  - **IMPORTANT: Make sure all pins are packaged in a hard-sided plastic container.**
    1. If already packaged, tape the package shut.
    2. If loose, combine similar items in a plastic container until you have a volume roughly equal to two standard matchboxes. ( $\frac{1}{2}$ "x2  $\frac{1}{2}$ "x2").
- Safety Pins
  - If in a new package already, tape package shut (if not secure).
  - If loose, package into small bags (either mixed sizes or all one size, does not matter) until you have a volume roughly equal to a deck of cards.
    1. If the pins are open, package them in a hard sided container.
  - Bag all together and label bag "Safety Pins to Price".
- Thimbles
  - Bag all together and label bag "Thimbles to Price".
- Threaders
  - Package 3-8 little silver ones in little bags. Package other ones by similar type, aiming for the bundle to be worth roughly 25 ¢ - 75 ¢
  - Bag all together and label bag "Threaders to Price".
- Zippers
  - Bag all together and label bag "Zippers to Shelf".
- Needles (hand sewing)
  - If in a package and not already secured: Tape shut or tape ends of needles down so they can't slip out or stick out and prick someone.
  - If loose or stuck in a piece of fabric:
    1. **IMPORTANT: Combine similar types in a small film canister or thread onto a piece of cardstock (and tape ends down when done).**
    2. Make packs of 3-15 needles depending on size and how many matching there are.
  - Bag all together and label bag "Needles to Price".
- Sewing machine parts and needles
  - Bag all together and label bag "Sewing Machine Parts to Price".
- Measuring tapes
  - Neatly wrap each measuring tape.

- Tape all the way around with blue tape.
  - Bag all together and label bag "Measuring Tapes to Shelfe".
- Templates & rulers
  - Bag all together and label bag "Templates to Price".
- Snaps & Grommets
  - Make sure each item is packaged and has an adequate amount.
    - Tiny sets/ loose pieces/ partially used sets should be bundled with other like items. Aim for each bundle to have at least 10-20 snaps or grommets in it.
    - Put items in a small bag and staple a merch tag to the top.
  - Bag all together and label bag "Snaps and Grommets to Price".
- Scissors & rotary cutters
  - Bag all together and label bag "Scissors to Price".
- Sewing kits
  - Make sure each one is packaged/ secure. That may mean taping packaged shut or putting in a little baggie.
  - Bag all together and label bag "Sewing Kits to Price".
- Miscellaneous Notions
  - Bag all together and label bag "Misc Notions to Price".
- Not Notions/ Sewing Accoutrement
  - Bag all together and label "Not Notions".

## Preparing the Project to Return

1. Make sure to log your hours using the [Take Home Sign-up Form](#) and return your completed project to Processing.
2. In the bottom of the bin, place all the bagged and labeled categories of "xxx to Price".
3. Next, preferably in a bag (grocery is fine) or bin together, put all of the "xxx to Shelfe" categories.
4. On top, place the "Not Notions" bag and leftover supplies (in a bag).