

Craft to Macro-Sort - Instructions

Supplies

- ☐ [Labels](#)
- ☐ Containers: small bins **(5)** and **(4)** medium bins **(2-3)** large bins
- ☐ Extras - bins can fill quickly and you'll need to switch them out

Related Documents

- [Micro-sort Instructions](#)
- [Sorting Labels](#)
- [Cheat Sheets](#)

Instructions

Set up containers

1. Set up containers, you'll need A LOT, and some will need to be double stacked.
2. The following categories need larger bins:
 - Clothespins
 - Popsicle Sticks
 - Wooden Shapes
 - Foam Shapes
 - Misc Craft
 - Craft Kits
 - Not Craft
3. Keep extra containers to the side to replace full bins as needed.

Sort

1. Tell volunteers to sort into the categories.
2. When in doubt, put in misc craft.
3. Keep baggies/ containers of the same material together (don't empty the bag into the bin).

Switch out bins as needed

1. As bins fill, switch them out with an empty bin and move the labels over to the new bin.

Micro-Sort & Package

1. Either part of the way through the general sort or after the macro-sort is complete, pull small groups to work on micro-sorting and packaging.
2. Follow the instructions here.

Clean-up

1. The following bins are processed by specialists/ core volunteers only:

- a. Mics craft
 - b. Craft kits
2. The following bins go back to processing
 - i. Not craft
 - ii. Pipe cleaners
 - iii. Glitter
3. The following categories are saved for Life Skills groups
 - i. Popsicle sticks
 - ii. Wooden thread spools
 - iii. Clothespins

Preparing the Project to Return

- Make sure to log your hours using the [Take Home Sign-up Form](#) and return your completed project to Processing.
- For craft going to processing. On top, put the bins of “Not Craft”, “Pipe Cleaner”, and “Glitter”
- All other craft bins are secured for life skills make sure it is clearly labelled.