

HOW TO REFURBISH LOST ITEMS

Collect items from school / home at regular intervals
(For example, 1st week of Jan, Apr, Jul, Oct)

- Segregate into the categories which we accept
 1. Water bottles
 2. Break boxes / Lunch tiffins
 3. Empty notebooks
 4. Pens
 5. Pencils
 6. Coloured pencils
 7. Markers in working condition
 8. Mixed Stationery- Erasers, sharpeners, rulers, compass box items, etc.
 9. T-Shirts
 10. Shorts
 11. Gym tights
 12. Sweatshirts
 13. Sneakers
 14. Raincoats
 15. Umbrellas
 16. Footballs
 17. Basketballs
- Clean / Wash and discard broken / unusable items
- Tie shoes together in pairs, and put in individual plastic bags
- Sharpen pencils and bundle together with rubber bands in groups of 12, each bundle counts as 1 item
- Sharpen colour pencils and bundle together in groups of 12 with at least 8 different colours, each bundle counts as 1 item
- Bundle markers together in groups of 12 with at least 8 different colours, each bundle counts as 1 item
- Put mixed stationery in a zip lock bag, counts as 1 item
- Fill air in basketballs / footballs
- Count and add to inventory