

Leander ISD PTA Clothes Closet Chair Duties

Our Mission: To provide new to gently used school clothes and outerwear, new socks, and new underwear to LISD school children in need.

Click [here](#) to go to our website for the most up to date and accurate information.

The following are the duties carried out by each School's Clothes Closet Chair.

If your school does not have a Clothes Closet Chair, please delegate the highlighted items to the Volunteer Coordinator, Communications Chair, Vice President, or President, as necessary.

- **Find your school's 4 dates on the CC Volunteer schedule. Get them on the school's calendar and PTA calendar (if different). For the volunteer schedule, click here: [Volunteer Schedule for Clothes Closet](#)**

- **Make sign ups for your dates with help from the Volunteer Coordinator. Each school needs at least 2 volunteers. Volunteers should arrive at 9:45 am and stay until 12:15 pm. Make sure they are approved. All Volunteers must be approved by the LISD Volunteer System and they can start or check their status here: [Leander ISD Volunteer Page](#)**

Please communicate to your volunteers that if we don't have enough volunteers, we may not be able to open. Send email reminders to your volunteers.

- Go through your school's Lost & Found periodically. Check with school staff to see when this should occur. No water bottles, lunch boxes, or backpacks please. There is a blue bin located outside of the CC for convenience. Please bring them directly inside if we are open.
- Communicate all of this information to your parents and the school staff. Work with your Communications Chair if you have one. Use Facebook, Instagram, Twitter, eflyers, and paper flyers. Distribute the Spanish/English flyer found attached in the emails.

Other Tasks:

- Place a bin near the front office clearly marked "Clothes Closet Donations - Only school appropriate clothes from size 3t through high school". Only bring school clothes with no holes, tears, or missing buttons, all zippers functional, and not too much wear or pilling. No clothing with camps, churches, or business logo. Popular college and professional sports teams are okay.

- Host a new sock and underwear drives – one per semester. You do not need to do clothes or coat drives, as we have a sufficient amount from donations and lost and found. If you do a fundraiser - it must be approved by your school's PTA board and LISD. Click [here](#) for the Clothes Closet's [Amazon Wishlist](#) and let the LISD Clothes Closet District Lead know what month of the year you will be hosting your individual drives. A signup genius will be established for drives in the next few weeks.
- Set up a table at an Open House, PTA event, or any large school events to publicize about what we do and let everyone know that anyone with kids in LISD schools can shop during the school year. There are many people that don't know that the Clothes Closet is available to our families. Work with your school nurse and communicate with him/her when your get flyers out. Some nurses might be willing to set up a table at Open Houses with the yellow vouchers for families that intend to shop during the year.
- To like the CC Facebook page, click [here](#).

The PTA Clothes Closet is located in a portable building near 324 S. West Drive in Leander, TX 78641 across from the LISD Technology Center, just north of Leander Middle School. For directions to the Clothes Closet, click [here](#). There is no restroom on site, but one located in the LISD offices that can be used.

Again, thank you for your time and commitment to our program! We look forward to volunteering with you!

Volunteering is always in style!

The Clothes Closet Team