When referring to the pictures please note.

**BE SURE TO BACKSTITCH AT THE BEGINNING AND END OF EVERY LINE OF STITCHING!**

1. Cut out the pieces of the locker caddy along the **SOLID** line – **DO NOT CUT ALONG THE BROKEN LINE!** You will have five pieces.

2. **POCKET HEMS** – Identify the top and bottom of your pockets – the bottom of the pocket has printed lettering. Lay your pockets so the wrong side faces up.

-Fold the TOP of each pocket ½ inch to the wrong side

-Pin the fold in place with two pins

-Press the fold in place then remove the pins.

-Fold the edge over a second time, re-pin and re-press

-Stitch ½ inch from the edge, close to the inner fold (Place the MAGNET along the edge of the presser foot)

3. **LOWER POCKET** – Pin the LOWER POCKET to the FRONT with right sides up and the edges even. Match corners G and H. **Center the needle on the machine.** Stitch ½ inch from the edge from F to E along the sides and the bottom, pivot at each corner. (Place the MAGNET along the edge of the presser foot)

4. **CENTER AND UPPER POCKET –** Pin the CENTER POCKET and UPPER POCKET to the FRONT along the dotted placement line.

-Lay each pocket so the wrong side faces up and the raw edge is even with the placement line. – The pocket will be upside-down.

- **Center the needle on the machine. NO MAGNET!** Stitch across the bottom raw edge of the pocket next to the placement line. Do this for both pockets

-Fold each pocket up over the seam line and pin in place.

-Sew ½ inch from the edge along the sides and bottom of each pocket, pivot at each corner.

5. **HOOK AND LOOP TAPE (VELCRO)** –

-HOOK TAPE - Place the 2 inch piece of hook tape on the right side of the FRONT covering the placement line. – Rough side up. Stitch around the entire piece of tape close to the edge, pivoting at each corner.

-LOOP TAPE – Place the LOOP TAPE on the FRONT with the fuzzy side facing down and the raw edges even between Q and R. Stitch close to the edge across the length of the tape 10 times between Q & R close to the edge .

6. **FRONT TO BACK**

-Lay the FRONT piece with right side (pockets) facing up and the LOOP TAPE laying flat against the pockets.

-Place the BACK on top of the FRONT so the right sides are touching and the corners letters match.

-Using chalk, make a PINK mark at the V and a GREEN mark at the W.

-Pin around the entire caddy, placing one pin every three fingers. Do not pin between W and V.

- **Center the needle on the machine. USE THE MAGNET!** Starting at the GREEN mark, stitch around the entire caddy, ½ inch from the edge, pivoting at the corners. When you reach the PINK mark, stop sewing. **DO NOT STITCH BETWEEN W AND V!**



-After stitching, trim the corners close to the stitching – **DO NOT CUT THE STITCHING!**

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-Turn the caddy right side out through the opening in the bottom.

-Use the eraser end of a pencil to poke your corners out.

-Tuck in the edges at the bottom and stitch across the bottom of your caddy as close to the edge as possible. Be sure to thread your machine to match the colors of your fabric. You may need to use two different colors of thread.

7. **TURNING YOUR PROJECT IN**

-Fill out the student side of the evaluation.

-Place the evaluation and your BOBBIN in the bottom pocket of your caddy.

-Take the masking tape with your name off your tray and stick it to the back of your caddy.

-Fold your caddy and place on Ms. Leitheiser’s chair

-EMPTY your tray and return it to the correct shelf.