Corporate Donations Drive Kit

A Comprehensive Guide to Hosting a Successful Donation Drive
Dress for Success assists women in their efforts to secure, retain and develop their professional careers and offers a continuum of services to help them thrive in work and in life.

Your donations enable Dress for Success to continue to provide these programs and helps make a difference in the lives of the women we serve.

A Clothing Drive and/or Fund Drive are Both Greatly Appreciated.

Our Suiting Program provides clients with career appropriate attire for the job interview and newly secured employment.

We accept donations of nearly new, contemporary seasonal apparel, shoes, handbags and jewelry.

Our Financial Education, Health and Wellness, Workforce Development, and Leadership Programs deliver effective strategies to help retain and develop our clients’ employment.

A Fund Drive of financial contributions are greatly appreciated and valued. Financial donations can be made through our website dressforsuccess.org/donate
Dress for Success welcomes corporate donations year round. Apparel donations should be neutral colors with preferred classifications as follows:

**Q1 January - March** Seasonal coats, career appropriate sweaters, pants, skirts, blazers, closed shoes, handbags, outerwear scarves, hats, gloves, long sleeve dresses

**Q2 April - June** Seasonal spring coats; trench coats, jackets, skirts, blouses, pants, blazers, shoes: closed toe, peep toe, sling backs spring dresses

**Q3 July - September** Lightweight career appropriate cardigans, dresses (must cover bra straps, so no strapless, halters or spaghetti strap dresses), summer pumps, peep toes, ballet flats
   We cannot accept strappy sandals

**Q4 October - December** Fall/ lightweight wool coats, boots, wool blend pants, skirts, jacket, suits, cardigans, blazers, scarves

*Accepted Year Round Are:*
   Classic jewelry: necklaces, pearls, earrings, necklaces
   Totes/handbags
   Classic pumps/flats
   Black pants and white shirts
   Plus sizes - 14 and above
Dress for Success accepts nearly new, contemporary, ready to wear, seasonal career appropriate women’s professional attire in all sizes.

All career appropriate clothing donations MUST be laundered/dry-cleaned and ready to wear. No donations should be in need of repair.

**Apparel - Solid, Neutral colors**
- Suits
- Dresses
- Blazers
- Skirts
- Pants
- Cardigans
- Dress shirts & blouses
- Twin sets

**Shoes - Career Appropriate Shoes**
- Pumps, Peep-toe, closed toe sling-backs,
- flats; ballet, loafers
- Boots (seasonal)

**Undergarments**
New Hosiery, undergarments and control undergarments.

**Accessories**
- Handbags & totes
- Jewelry, belts, scarves

**Cosmetics /Toiletries - Must be unopened and no less than 6 months from the expiration date**
New Toiletries; hygiene and grooming products, cosmetics that are all packaged and unopened.

**Our Greatest Needs are:**
- Women’s clothing in size 0-2 and 14 and up, especially large sizes
- Women’s business appropriate shoes in various sizes and especially sizes 9 and above.
- Control undergarments in large sizes; packaged or tagged (new)
- New, unused, not expired cosmetics and toiletries
- Handbags/totes

**Dress for Success does not accept**
- Sweatshirts, sweatpants, running shoes, bathrobes, and sleepwear
- Opened /used toiletries, cosmetics, grooming and hygiene products
- Formal wear /party wear
- Menswear
- Jeans
- Sandals
- Children’s clothing
Sample Correspondences to Announce Your Company Drive

Please feel free to adapt these communications BUT ONLY for internal use.

The use of the Dress for Success logo/trademark is not permitted for any outside communications.
Dear team,

On **insert donation day(s)**, **your company name** will host a drive to benefit **Dress for Success**, an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. Dress for Success has provided clothing, confidence and career boosts to more than **1 million women around the world since 1997**.

We will be collecting contemporary, seasonal, nearly new women's professional clothing, shoes, handbags & accessories. If your donations are appropriate to wear to work and if you would be comfortable wearing your donated item to an interview yourself, we'll take it! Donations must be clean and ready to wear.

In addition to helping women enter or re-enter the workforce, all donations are tax-deductible!

**No Professional Clothing to Donate?**

Dress for Success addresses every phase of a woman’s career—from being unemployed and searching, to recently employed and adjusting, to gainfully employed and succeeding—and that takes a lot of support.

Dress for Success also accepts monetary donations to provide a continuum of services to help women secure, retain and develop their professional employment. These ongoing support services enable women to successfully transition into the workforce, build thriving careers and succeed professionally and personally.

A monetary investment in Dress for Success is truly an investment in a woman’s future. The suit is just the beginning of how they help 70,000 women succeed in work and in life each year, but it’s this continuum of services that is really the cornerstone of the organization.

Monetary contributions are 100% tax deductible and no donation is too small! Checks can be made payable to "Dress for Success Worldwide" or you may donate directly on the website; [dressforsuccess.org/donate](http://dressforsuccess.org/donate)

If you have any questions, please call your **company contact** at **email address/ phone number**. And, of course, please feel free to read more about Dress for Success at [www.dressforsuccess.org](http://www.dressforsuccess.org).

Thanks for participating in this clothing drive! I, Dress for Success and the women of our community appreciate your support!

Best Regards,

**Your Clothing Drive Organizer**
Is your office more socially inclined?

If Facebook, Twitter or Instagram are tools that you utilize to communicate with your staff members and coworkers, we have created some sample social media posts to help you rally support for your clothing drive.

The below posts were designed for Twitter’s 140-character limit, but can easily be re-appropriated for any other platform.

- *We’re hosting a clothing drive for @dressforsuccess to help get more women back to work!* Donate professional women’s attire through June 8!

- *Our clothing drive for @dressforsuccess kicks off tomorrow!* Bring your office-appropriate women’s attire to the 6th FL break room!

- *Don’t forget to drop-off your gently used professional women’s attire through June 8. All items will be donated to @dressforsuccess!*

- *Have you brought in your donation to @dressforsuccess yet? We are accepting gently used professional women’s attire through June 8!*

- *Help the women of our city! Donate your office-appropriate women’s attire during our clothing drive for @dressforsuccess!*

Please follow Dress for Success and tag us where appropriate:

www.facebook.com/dressforsuccess
www.twitter.com/dressforsuccess
www.instagram.com/dressforsuccess
Dress for Success is an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

No professional clothing to donate? Make a monetary contribution. All donations are 100% tax-deductible. Checks can be made out to Dress for Success Worldwide or use the link, dressforsuccess.org/donate
Dress for Success Worldwide prefers all drives occurring within New York City to utilize our **Suits to Go pick-up service**.

There is a **$200 fee** for the service and payment is due before the pick-up is scheduled. **Non-profits receive a discounted rate of $100.**

You may complete and submit the **Donation Pick-up Form** (included in Drive Kit) prior to holding your clothing drive. Payment must be made prior to your pick-up date in order to secure your slot.

Please note that the Suits to Go pick-up service operates **Tuesday & Thursdays between the hours of 10 a.m. – 3 p.m.**

If your company requires a **Certificate of Insurance (COI)** for pick-ups, please e-mail a completed form generated from your company to Dress for Success with your completed Suits to Go Payment Form.

**For drives occurring outside of New York City, pick-up service is unavailable.**

If you have any questions, please contact Camille Aponte, Corporate Contributions Manager. camilleaponte@dressforsuccess.org / 646 2334 4945
Please complete pages 1 & 2 and e-mail to camille@dressforsuccess.org to schedule a Suits to Go Pick-up

### Pick-Up INFORMATION

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<th>Company Name/Organization</th>
<th>Contact Name</th>
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Does your company have a loading dock for pick up? _____ Y _____ N

If so, is a COI required for use? ________ Y ________ N

If a COI is required, you must submit the paperwork with this completed Pick-up Form. (Paperwork generated from requesters building security and sent to Dress for Success)

Special Instructions for Pick-up:

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

### SCHEDULING PICK-UP DATES

Please note; Pat, Warehouse Coordinator, will contact you DIRECTLY to confirm a date once this completed form, COI paperwork (if needed) is submitted and the fee has been processed

Preferred Pick-up Dates, upon availability:

Date 1________________   Date 2___________________    Date 3______________________

Suits to Go pick-ups are scheduled on Tuesdays & Thursdays ONLY: one pick-up in the morning, one pick-up in the afternoon
Please complete page 1 & 2 and e-mail to camille@dressforsuccess.org to schedule a Suits to Go Pick-up

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<th>PAYMENT METHOD</th>
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<td>Please charge credit card in the amount of:</td>
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<tr>
<td>______$200</td>
<td>______$100 - Non-profit organizations ONLY</td>
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Enclosed is a check in the amount of:

| ______$200 | ______$100 - Non-profit organizations ONLY |

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<td>Expiration Date</td>
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Please make sure all above information is provided and clearly legible (digitally filling out the form) to expedite the scheduling of your pick-up.
Your receipt will be automatically sent to your indicated e-mail, through Authorize.Net.

Thank you for supporting Dress for Success
Tax Receipts

For your employees who wish a tax receipt, please complete the Tax Receipt Spreadsheet with only the names and requested information and return the digitally completed spreadsheet back to camille@dressforsuccess.org

Please note; your thank you tax receipt will ONLY indicate the number & type of items you donated. The monetary value is determined by the donor/tax accountant referencing the suggested sites:

The Salvation Army provides a donation valuation guide that contains estimated high and low values for a variety of used items, including woman’s clothing and accessories.

Another source for information is at www.irs.gov where you can download Publication 526 for record-keeping requirements and other rules on charitable deductions. In addition, Publication 561 provides general guidelines for valuing gifts.

Both publications can also be ordered by calling (800) 829-3676.
Dress for Success Suit Drive
Clothing Donation Log

*Separates* include jackets, skirts, slacks, dresses and blouses

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<tr>
<th>Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Email (REQUIRED)</th>
<th>Suits</th>
<th>Separates*</th>
<th>Shoes</th>
<th>Accessories</th>
<th>Monetary Donation</th>
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Please list ONLY the Donors who wish a tax receipt

*If you believe your donation to be worth more than $4999, you will need to have it appraised by a certified professional to receive tax credit

Company Name: ____________________________

TAX RECEIPT SPREADSHEET - FOR NYC DRIVES ONLY

Please complete the spreadsheet DIGITALLY with ONLY the donors who wish a tax receipt and e-mail it to camille@dressforsuccess.org. Allow up to 30 days to receive receipts.

Please note: NO Handwritten Spreadsheets Will Be Accepted.
FREQUENTLY ASKED QUESTIONS

When is the best time to hold a drive?
We welcome donations year round. Dress for Success, celebrating our 22nd year, has served over ONE MILLION Women worldwide. Each year we serve over 70,000 women.

Does Dress for Success provide bins/boxes for the collection?
No, we do not provide containers and ask that you please secure boxes/bags for donations.

Does the clothing have to be on hangers?
No, the clothing can be neatly folded and placed in a box or large, sturdy bag. Please securely close the container and label with your company name.

What are donation delivery options?
For NYC Metro area drives, there is a convenient pick-up service with a nominal fee. The SUITS TO GO Pick-up Form must be completed to process the fee. No personal or corporate drop-offs are permitted. Please note the pick-up service is available in the metro NYC area ONLY. For drives outside of NYC, please contact your local affiliate for donation delivery guidelines.

Are there any specific needs DFS may have?
We appreciate nearly new, contemporary, seasonal career appropriate apparel, accessories, handbags, shoes, jewelry. However, we are always in need of very small sizes, 0-2 and plus sizes, 14 and above.

Do you accept menswear donations?
No we do not accept menswear but Career Gear is an option.

Do you accept monetary donations during a clothing drive?
Yes. We appreciate monetary donations. Monetary donations help us to continue our programs to assist client employment retention and development. Checks may be made out to Dress for Success Worldwide and mailed to Dress for Success Worldwide, 32 East 31sts Street 7th Floor, NY, NY 10016. Donations can be made on-line: dressforsuccess.org/donate

Dress for Success extends our deepest appreciation. Thank you for helping us make a difference.