Dress for Success
Clothing Drive Kit
Clothing Drive Check List

Some things to get you ready before your drive!

- **Form a committee** of co-workers to help you run the drive.
- **Obtain approval.** The process may vary from company to company but your human resources, community or public relations departments are good places to start.
- **Determine drive date(s)** and give yourself enough advance lead-time to successfully promote your drive.
- **Create a budget** and determine who will provide the internal funding. Typical costs can include promotional materials (posters, balloons, etc.), a raffle prize (i.e. each donor receives a raffle ticket and the winner receives a gift) and, if you’re in the NYC area, the required Suits to Go pick-up fee for your donations.
- **Secure storage space** where you can store the donated items until pick-up.
- **Schedule a pick-up** by returning the Suits to Go form to Dress for Success Worldwide. The more information provided, the smoother this process will be. Our Suits to Go staff will be in touch to confirm your pick up date. In the meantime, please obtain any insurance, freight or other forms needed to move the items out of the office. If you need a COI or any other forms from Dress for Success, please indicate this on the Suits to Go form.
- **Market the drive** to your employees at staff meetings or through emails, social media and on posters hung throughout the office. Educating staff about the drive will boost the quantity of donations received. We suggest that you begin your marketing one month before your drive kick-off.
- **Ensure that donations are interview appropriate.** Dress for Success provides our women with more than just suits. Our clients are also in need of separates, such as slacks, blazers, blouses, skirts, sweaters and dresses. In the winter, we even provide winter coats to those in need. Accessories such as shoes, handbags, jewelry, belts and even briefcases are always in high demand. We request that all items be nearly new or gently used and that they are of current fashion (no more than five years old). Our goal is to get more women back to work, so all attire and accessories donated must be professional in nature.
- **Tax receipts.** E-mail the spreadsheet for tax receipt requests of those donors who wish to receive documentation of their donation to camille@dressforsuccess.org following your drive. The donation logs are used to generate itemized tax receipts. Please make sure that all addresses and the approximate number of donations are filled out completely. Also, please ensure donors use their home address and a working email address.
- **Company team-building day.** Dress for Success offers volunteer days for your employees at our warehouse and boutiques to sort merchandise and donations that are delivered daily. This is a great team-building opportunity. If you are interested in this, please let us know and we can help you arrange this initiative for your team.
Dress for Success accepts women’s office-appropriate, professional attire in all sizes that is clean, ready-to-wear and new or gently used, items such as:

- Contemporary suits
- Dresses
- Blazers
- Skirts
- Pants
- Cardigans
- Dress shirts & blouses
- Twin sets
- Handbags & totes
- Accessories: jewelry, belts, scarves
- Dress shoes
- Boots (seasonal)
- New toiletries (must be new/ unopened): hygiene and grooming products, cosmetics
- New hosiery, undergarments and control undergarments

**Dress for Success’ greatest donation needs are:**

- Women’s plus-size clothing (size 14 and above)
- Women’s business appropriate shoes; larger sizes
- Control undergarments in large sizes
- New, unused, cosmetics

**We kindly ask that all career appropriate clothing donations are laundered or dry-cleaned and are ready-to-wear. The following items should NOT be included with donations:**

- Any items that are in need of cleaning or repair
- Sweatshirts, sweatpants, bathrobes and sleepwear
- Opened/ used toiletries, cosmetics, grooming and hygiene products
- Formal wear/ party wear
- Sandals or sneakers
- Children’s or men’s clothing
It’s not a clothing drive without any clothes, so it’s imperative to raise awareness throughout your company for the upcoming donation days.

We have included some sample materials to assist you in garnering attention for your clothing drive, as well as securing as many donated items as possible.
Email seems to be everyone’s main method of communication these days, so many of our clothing drive partners use this platform to announce their drives.

We have included a sample email for your reference and your use...

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 925,000 women around the world since 1957.

Donations can be dropped off at [drop-off location] on donation day and hours.

We will be collecting nearly new or gently used women’s professional clothing and 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 should be clean and ready-to-wear, so clean out your closet of any suits, pants, blazers, blouses, skirts and dresses that you no longer need. Dress for Success is always in need of accessories like shoes, handbags, briefcases, belts and jewelry, too.

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 career development and retention services to its clients. This ongoing support enables women to successfully transition into the workforce, build thriving careers and succeed professionally and personally. An 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.”

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.

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]
You didn’t think we were going to make you type all of that out, did you?

You can find the simple text for the sample email provided for easy copying, pasting and editing...

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 925,000 women around the world since 1997.

Donations can be dropped off at drop-off location on donation day and hours.

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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
For easy editing, we have included the simple text of the sample follow-up email below...

**Just a friendly reminder!**

**Donate Your Professional Attire at Our Clothing Drive for Dress for Success Beginning Tomorrow!**

The women of our city need our help and that’s why we are hosting a clothing drive for Dress for Success to help get the women of our community back to work.

The items collected will be donated to 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. Since they first opened their doors in 1997, Dress for Success has served more than 925,000 women throughout the world on their journey to self-sufficiency and financial freedom—and they’ve been able to do that because of the donations provided by people and companies like us!

Nearly-new or gently used women's professional clothing including suits, pants, blazers, blouses, skirts and dresses will be accepted. Dress for Success is also always in need of accessories like shoes, handbags, briefcases, belts and jewelry, too. If it is appropriate to wear to work and you would be comfortable wearing your donation to an interview yourself, we will take it! Donations should be clean and ready-to-wear.

Dress for Success also accepts monetary donations. Checks can be made payable to Dress for Success Worldwide.

All donations—both clothing and money—are tax-deductible. You can bring your professional clothing donations and/or monetary donations to drop-off location on date(s)/time of drive.

Thank you again for supporting this great cause. Your donations will make a big difference in a woman's life!

Sincerely,

Your name
Phone extension
E-mail address
Everyone likes to be recognized for the support that they give, which is great because we think that everyone should be recognized for their support to our organization!

Once your clothing drive has concluded, we suggest sending out a thank you email to your company, highlighting the successes of this initiative...

Congratulations!

Thanks to everyone’s efforts and hard work from # of participants employees from company name, approximately # of items collected articles of interview-appropriate professional clothing and $$$ were donated to 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.

Because of your generosity, deserving women throughout our city can now successfully transition into the workplace and begin their journey to self-sufficiency!

Our drive was a great success and we hope to host another one next year. If you are interested in volunteering or learning more about Dress for Success, please visit www.dressforsuccess.org.

Thanks, again, for a job well done!

Your name
For easy editing, we have included the simple text of the sample thank you email below...

Congratulations!

Thanks to everyone’s efforts and hard work from # of participants employees from company name, approximately # of items collected articles of interview-appropriate professional clothing and $$ were donated to 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.

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Thanks, again, for a job well done!

Your name
But there’s more than one way to get the word out about your upcoming clothing drive.

Email is a great form of communication, but it doesn’t have to be your *only* form of communication.

On the following page, we have created a flier that you can easily print out and post in the high-traffic areas of your office.
JOIN US!

We’re Hosting a Clothing Drive for Dress for Success®!

Donate Your Nearly New or Gently Used Professional Women’s Attire to Help Get More Women Back to Work!

Date:

Time:

Location:

Contact:

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.
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 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
Your clothing drive was a success, so now it’s time to calculate the final tally of items and money that were donated and arrange for a pick-up.

In the following pages, we have included some information and forms that should help you streamline this process as you complete the final steps in your clothing drive!
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 (recommended) 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>
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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

**PAYMENT METHOD**

Please charge credit card in the amount of:

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<th>Non-profit organizations ONLY</th>
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Enclosed is a check in the amount of:

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<th>$200</th>
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**BILLING INFORMATION**

**NAME ON CARD**

**Address**

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<th>State</th>
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**Phone**

**E-Mail**

**CREDIT CARD INFORMATION**

American Express  MasterCard  Visa

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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.
We appreciate the time and effort that you are investing into hosting this clothing drive– and into Dress for Success– and we want to make sure that you are rewarded in every way possible for helping us get more women back to work.

One way that your company can get “paid back” for paying it forward is by claiming a deduction on your taxes.*

So how do you know how to value your donations?

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.

* 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 above.
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<th>Address</th>
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<th>Email (REQUIRED)</th>
<th>Suits</th>
<th>Separates*</th>
<th>Shoes</th>
<th>Accessories</th>
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Please list ONLY the Donors who wish a tax receipt

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

*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

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 21st year, has served over ONE MILLION women worldwide. Each year we serve more than 70,000 women.

Does Dress for Success provide bins/boxes for the collection?
No we do not provide container but please feel free to secure your own boxes/bags

Does the clothing have to be on hangars?
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 the delivery options?
You may avail yourself to the convenience of a SUITS TO GO pick-up. The form and directions are included in the Drive Kit. FYI, you may request a pick-up date and have the fee processed prior to your drive date or you may ship directly to the Brooklyn Warehouse with a carrier of your choice. There is a strict NO PARKING POLICY; no personal drop-offs are permitted.

Please note that the pick-up services is available ONLY in the metro NYC area. For drives outside of New York City, please contact your local affiliate for donation delivery guidelines.

Are there any specific needs you 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, 00-2 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 from donors who may not be able to donate clothing and from donors who may wish to include a monetary donation with their apparel donation, as well. Monetary donations help us to continue our programs to assist client employment retention. Checks may be made out to Dress for Success Worldwide and mailed to: Dress for Success Worldwide, 32 East 31st Street 7th Floor, New York, NY 10016 Att: Camille. Please indicate that the donation is from your company clothing drive.

Dress for Success extends our deepest appreciation.
Tha