Corporate Donation Drive Kit

A Comprehensive Guide to Hosting a Successful Donation Drive

Dress for Success extends our deepest appreciation. Thank you for helping us make a difference.
The mission of Dress for Success is to empower 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.

Your donations enable us to provide programming, services and interview apparel to help women on their journey towards economic independence.

A donation drive can be focused on gift cards, accessories, cash, or apparel.

Our Suiting Programs provide 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 great need are basic staples (white shirts and black pants).

Financial contributions are greatly appreciated help us provide programming and services. Encourage your employees to support our mission by donating via customized text to give or fundraising page. Your company will be able to track these donations.

or

Donations can be can be made through our website dressforsuccess.org/get-involved/. 

About Dress for Success
Seasonal Guidelines

Q1 January – March
seasonal coats, career appropriate sweaters, pants, skirts, blazers, closed shoes, handbags, outerwear (scarves, hats, gloves), and long sleeve dresses

Q2 April – June
seasonal spring coats (trench coats, jackets), skirts, blouses, pants, blazers, shoes (closed toe, peep toe, sling backs), and spring dresses

Q3 July – September
lightweight career appropriate cardigans, dresses (must cover bra straps; no strapless, halters or spaghetti strap dresses) and shoes (summer pumps, peep toes, ballet flats; no strappy sandals)

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

Accepted Year Round
✓ classic jewelry: chain necklaces, pearls, earrings
✓ totes/ handbags
✓ classic pumps/flats
✓ black pants and white shirts
✓ plus sizes; 14 and above

*Neutral colors preferred
DFS 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
- medical scrubs

**Shoes - Career Appropriate Shoes**
- pumps
- peep-toe
- closed toe sling-back
- flats
- ballet
- loafers
- boots (seasonal)

**Undergarments - NEW**
- hosiery
- undergarments
- control undergarments

**Accessories**
- handbags
- totes
- jewelry
- belts
- scarves

**Cosmetics /Toiletries - Must be Unopened and no less than 6 months expiration date**
- new toiletries
- hygiene
- grooming products
- cosmetics
- fragrances

**Our Greatest Needs are:**
Apparel in size 0-2 and 14 and up, business appropriate shoes (especially sizes 9 and above).
Control Undergarments in large sizes; packaged or tagged (new)
Basic white tops and black slacks.

*We do not accept*
- sweatshirts
- sweatpants
- running shoes
- bathrobes
- sleepwear
- athletic attire
- formal wear /party wear
- menswear
- jeans
- sandals
- children’s clothing
- swimwear
- shorts
- opened /used toiletries, cosmetics, grooming and hygiene products
Tools

email notice
social media
sample flier
donation pick up forms
tax receipt form

Please feel free to adapt these communications. Use of the trademarked Dress for Success logo 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**, a global 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.

**Support Dress for Success programs**...

Dress for Success supports women in every phase of her career—from being unemployed and searching, to recently employed and adjusting, to gainfully employed and succeeding—and that takes a lot of support.

A financial contribution is an investment in a woman’s future and Dress for Success provide a continuum of services to assist women to 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. **XXX will match your donation by XX (insert if company has matching program.)**

The suit is just the beginning of a woman’s journey with Dress for Success. Our continuum of services is the cornerstone of the organization. Each year, Dress for Success helps over 70,000 women succeed in work and in life.

Checks can be made payable to “Dress for Success Worldwide ‘ or you may donate directly on the website: [https://dressforsuccess.org/get-involved/donate/](https://dressforsuccess.org/get-involved/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).

Thank you for your support!

Best Regards,

**Your Clothing Drive Organizer**
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 XXXX!*  
- *Our clothing drive for @dressforsuccess kicks off tomorrow! Bring your office-appropriate women’s attire to the XXXX!*  
- *Don’t forget to drop-off your gently used professional women’s attire through XXXX. 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 XXX!*  
- *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
https://www.linkedin.com/company/dress-for-success-worldwide/
We’re Hosting a Donation Drive for Dress for Success®!

Donate your nearly new professional women’s attire to help get more women back to work! or make a financial contribution to help women secure, retain and develop their professional careers.

Date:
Time:
Location:
Contact:

Dress for Success is a global 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.

**Financial contributions** - All donations are 100% tax-deductible. Checks can be made out to Dress for Success Worldwide or use the link, [https://dressforsuccess.org/get-involved/donate/](https://dressforsuccess.org/get-involved/donate/)
Donations in the New York city area can ship their donations to our warehouse or arrange for pick up service.

There is a **$200 fee** for the service and payment is due before the pick-up is scheduled. Please complete and submit the **Donation Pick-up** form (included in Drive Kit) **prior** to holding your donation drive. Payment must be received prior to your pick-up date to secure your slot*.

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 form.

If you have any questions, please contact **corporategiving@dressforsuccess.org**

*Please plan accordingly, pick up slots fill up quickly and are schedule months in advance.

**Pick-up service is unavailable outside of New York City.**
Please complete pages 1 & 2 and e-mail to corporategiving@dressforsuccess.org to schedule a donation pick-up.

<table>
<thead>
<tr>
<th>Pick - Up INFORMATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Company Name/Organization</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Phone</td>
<td>E-mail</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

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**

Your date is not secure until payment has been received. **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______________________

Pick-ups are available every other Thursday afternoons.
Please complete page 1 & 2 and e-mail to corporategiving@dressforsuccess.org to schedule a donation pick-up.

**PAYMENT METHOD**

Please charge credit card in the amount of:

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

Enclosed is a check in the amount of:

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

**BILLING INFORMATION**

NAME ON CARD

Address

City | State | Zip code

Phone | E-Mail

**CREDIT CARD INFORMATION**

American Express | MasterCard | Visa

Card Number

Expiration Date | Security Code

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

Donation drive participants who wish to receive tax receipts must fill out the requested information in the Tax Receipt form. Please return the form to corporategiving@dressforsuccess.org for additional processing.

Please note that the receipt will ONLY indicate the number & type of items donated. The monetary value may be determined by the donor or their tax professional 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.
# New York Donation Drive Log

Please complete all fields (digitally) for donors who wish to receive a tax receipt. **NO** handwritten receipts will be accepted. Please send the completed form to corporategiving@dressforsuccess.org. Allow 30 days for processing.

<table>
<thead>
<tr>
<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>
</tr>
</thead>
</table>

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

**If you believe your donation to be worth more than $4,999, you will need to have it appraised by a certified professional to receive tax credit.**
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

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?
We do not accept Menswear.

Do you accept monetary donations during a clothing drive?
Yes. We appreciate financial contributions which help us provide programs to assist clients employment retention and development. Checks may be made out to:

Dress for Success Worldwide
32 East 31st Street, 7th Floor
New York, NY 10016

Donations can be made on-line: https://dressforsuccess.org/get-involved/donate/