Clothing/Accessory Drive Application

Thank you for considering Dress for Success Dallas as the beneficiary of your upcoming clothing/accessory drive. We truly appreciate your efforts to help us promote the economic independence of disadvantaged women as they re-enter the workforce.

We are fortunate to receive numerous inquiries and proposals from companies, individuals and other groups who would like to support Dress for Success Dallas, but please note due to the size of our staff and limited resources, we are unable to be fully involved in all proposed suit drive events.

Enclosed is an application to host a clothing/accessory drive as well as some general guidelines. Our brand name and logo are our greatest assets, and in order to protect and maintain them we must be fully aware of their usage by our partners.

Please help us maintain our integrity by carefully reviewing the enclosed materials and returning the application to us at least 4 weeks prior to your event. We will review and respond within a week from the day we receive it whether we are able to participate.

Please note: There should be no use of our logo or name without express permission from our organization.

Sincerely,
Dress for Success Dallas
Clothing/Accessory Drive Event Application

Please complete the information requested below, as we will need to send you tax receipts, secure donated sorting space, arrange delivery to our boutique and schedule volunteers to sort your donations before you begin your drive! Please complete and send to dallas@dressforsuccess.org. Thank you.

- Company name: ________________________________________________
- Company address: ________________________________________________
- Your name and phone number: ________________________________
- E-mail address: ________________________________________________
- Fax number: ________________________________________________
- Approximately how many women will participate (by donating clothing/accessories) from your company? __________
- Will you be able to deliver the donations to our boutique at Valley View Mall location? _____Yes _____No

**Please note that we have very limited resources and cannot pick up donations; our donor companies typically include donation delivery services as part of their charitable contribution. **

- Do you want tax receipts emailed/delivered to you? _____
- Can your company provide volunteers to help sort donations during and/or after your clothing/accessory drive? _____ Yes _____No
- Is your company making a monetary contribution? _____Yes _____No
- Names and titles of those who authorize/support your clothing/accessory drive (for post-drive thank you letters):
Policies and Procedures for Clothing/Accessory Drive Events

Dress for Success Restrictions
- Dress for Success Dallas cannot pick-up donations.
- Dress for Success Dallas is not responsible for promotion of event.
- Dress for Success Dallas is unable to solicit sponsors or attendees.

Donors Responsibilities
- Discuss clothing needs of Dress for Success Dallas with DFS Clothing Coordinator to determine what type of donations would help most at this time.
- Coordinate donation delivery to Valley View Mall location prior to drive.
- Complete and send all tax receipts and financial donations to Dress for Success Dallas immediately following the Clothing/Accessory drive.

Financial Guidelines
- Dress for Success Dallas asks all sponsors to include opportunity for employees, donors to make a financial contribution.
- **Dress for Success Dallas asks for a minimum donation of $25** to cover costs of tax receipts, storage space and staff time to sort donations.
- DFS will in no way be responsible for any expenses or payments related to the event.
- All checks must be payable to Dress for Success Dallas.

Promotion and Logo Usage
- DFSD will provide the logo in a .jpg or .eps format to the event organizer.
- The DFSD logo may not be altered in any way.
- DFSD must review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, letters and flyers.
- All third party events must be promoted or conducted in a manner to avoid the appearance that Dress for Success Dallas is endorsing any product, firm, organization or service.
- All promotion of the event must clearly state that the event is not hosted by DFSD.
Dress for Success Clothing/Accessory Drive Checklist

- Review Dress for Success Dallas criteria (including donation) and obtain the necessary approval from your company to conduct a Clothing/Accessory drive. You may need to contact your human resources, community or public relations department; the approval process may vary from company to company, but these are good places to start!

- Identify the dates of your drive. Determine dates and location of drive. We suggest you host your suit drive during our Send One Suit a Week campaign which is held annually in March in accordance with Women’s History Month. Or schedule with us within 4 weeks after receipt of this approved application.

- Determine what type of budget and resources you will need and who will provide the internal funding. Typical costs may include, but are not limited to, posters and balloons to attract attention, a raffle prize (i.e. give each donor a free raffle ticket) and transportation arrangements. Companies typically assume moving costs of donated items as part of their charitable contribution.

- Request Dress for Success Dallas to send you tax receipts. Donors will receive tax donation receipts upon donation. Donors complete form and take bottom copy. Top bottom is for DFS D records. We must record all donations received through your drive for tax purposes.

- Determine how you will market your clothing/accessory drive. If you have a regular staff meeting, take a few moments then to explain Dress for Success Dallas and our clothing needs. Educating staff about the clothing/accessory drive will boost donation numbers received.

- Donated clothing must be interview appropriate: Due to our limited storage we ask donors to donate the matching suit including jacket and pant/skirt. Clothing must be in nearly new condition and must be current (no more than three years old). Since our goal is targeting women with plus size clothing, design your marketing materials to these specific customers. Depending on inventory at the time of your requested drive, DFS D may ask you to target a specific item other than suits/clothing such as hosiery, shoes, handbags or belts.

- Arrange to transport items to Dress for Success Dallas. Doing so will ensure that a Dress for Success representative will be available to accept your items at our offices.
• Mail all tax receipts and sign in sheet to Dress for Success Dallas.

Please provide us with the names and addresses of those who coordinated and authorized this Clothing/Accessory drive as we would like to acknowledge their support and efforts!