



Interested in organizing a clothing or accessory drive?

#1 Let Us Know

We are so grateful that you want to collect items to benefit Career Wardrobe! Please think about when you'd like to collect, where you'll store the items, and who will be in charge. When you've got it all figured out, please return the attached **Corporate Drive Information Form** to Rae Pagliarulo before beginning your drive. After that, we can give you our logo and information sheet, so you can communicate with the rest of your group effectively!

#2 Plan Your Drive

Once you've figured out how long you're going to hold your collection and where you're going to collect the items, it's time to figure out **WHAT** you're going to collect! **We collect all seasons, all year long - as long as items are clean and in good condition!** Use the following as a guide:

❖ **Women's Items - SPECIAL NEED FOR PLUS SIZES!**

- **Professional Apparel:** Full Suits, Suit Separates (Blazers, Dress Pants, Skirts), Dresses, Blouses, Tops, Cardigans, Khakis
- **Professional Accessories:** Conservative Handbags, Shoes, Scarves, and Jewelry
- **Fashion/High-End Apparel:** Tops, Denim, Dresses, Cardigans, Blouses, Dresses, Jackets
- **Fashion/High-End Accessories:** Handbags, Shoes, Scarves, and Jewelry
- **Scrubs:** Tops and Bottoms

❖ **Toiletry Items**

- Beauty Products, Skin Products, Lotions, Shampoo & Conditioner (unused & unopened)

❖ **Undergarments**

- Hosiery & Bras (unused & unworn)

❖ **Men's Items**

- **Professional Apparel:** Dress Shirts, Suit Jackets, Dress Pants, Khakis
- **Professional Accessories:** Ties, Belts, Dress Shoes, Pocket Squares

#3 Run Your Drive:

Designate a contact within your group to ensure quality and appropriateness of donations. This person should be checking that all items are clean, all zippers and buttons work, with no stains or tears. **All items collected should be on hangers (if appropriate), or in shopping bags.** Please be advised - we will NOT take donations in black or white garbage bags!

In order to track the success of your drive, please encourage everyone who donates to fill out a **Clothing Donation Receipt**. It is the responsibility of each person to designate the value of their donation. **Be sure your clothing drive contact gives copies of all receipts back to Career Wardrobe!** By tracking the monetary value of your company or group's donation, you will help Career

Wardrobe gauge how successful our clothing drives are each year, and how much in-kind support we receive from the community!

We would also be pleased to visit your organization to give a short presentation highlighting Career Wardrobe's mission, who we serve and how your efforts will benefit our clients and community. It's a great way to give your co-workers an opportunity to learn about the organization and see exactly who their donations are benefiting. To schedule a speaker, email Rae@CareerWardrobe.org.

#4 Deliver Your Donations

Career Wardrobe is open for walk-in donations Monday through Saturday, from 10 AM to 6 PM at our main location, The Wardrobe Boutique (Corner of 19th and Spring Garden).

Please call 215-568-6693 x14 to make an appointment to drop off your donations during these times if you can transport & carry them without assistance.

If you need assistance, we would be happy to help you at one of our monthly collections!

❖ Fairmount Drive - The Wardrobe Boutique

- 1822 Spring Garden Street (Corner of 19th and Spring Garden)
- **Every Third Thursday, from 5-7 PM**

❖ Main Line Drive - Athertyn at the Haverford Reserve

- 7700 Parkview Drive, Haverford PA (in the Residences' Clubhouse)
- **Every Second Tuesday, from 5-6:30 PM**
- *Note: Donations can only be accepted at the designated time & date, as this is a donated collection space.*

❖ East Falls Drive - Falls Presbyterian Church

- 3800 Vaux Street, Philadelphia PA (Entrance to the left of main doors)
- **Every Second Wednesday, from 6-8 PM**
- *Note: Donations can only be accepted at the designated time & date, as this is a donated collection space.*

Other options:

Please feel free to make other arrangements for drop off such as shipping via US Mail, UPS, or sending your donations via courier. Career Wardrobe works with TimeCycle Couriers in Center City. They can be reached at 216-627-7874 or at timecycle.com. Career Wardrobe does not pay for this service.

Questions? Contact Rae Pagliarulo at

Rae@CareerWardrobe.org or

215-568-6693 x14.





Clothing & Accessory Drive Information Form

Please fill out this form with the details of your drive and return it to
Rae@CareerWardrobe.org or by fax to 215-568-5998 **BEFORE YOUR DRIVE**

I. Organization Information

Name of Organization: _____

Date(s) of Drive: _____

Mailing Address: _____

II. Contact Information

Name of Contact/Drive Coordinator: _____

Title: _____

E-Mail: _____

Business Phone: _____ Fax: _____

Alt. Contact Name: _____

Alt. Contact Phone/E-Mail: _____

- Please send us your boiler plate information to include on our flyers and information.
- I would like to have a Career Wardrobe representative come speak to our group.
- We'd like to visit Career Wardrobe to see the program in action. Please contact me to make arrangements.
- We will drop the collection off at one of your donation drop off points: (Please check one)
 - Career Wardrobe @ The Wardrobe Boutique (Available Monday-Saturday 10-6)
(Please note date/time you would like to drop off) _____
 - Center City Drive (3rd Thursday of the month)
 - Main Line Drive (2nd Tuesday of the month)
 - East Falls Drive (2nd Wednesday of the month)

Thank you for supporting Career Wardrobe! Please be mindful of other corporations conducting a drive and schedule with Career Wardrobe prior to the start of your drive. Even if you bring the items in yourself, Career Wardrobe must coordinate tagging, sorting, and storage for your items. Some drive dates and drop off dates may not be available without prior notification.