Suit Drive Kit

Thank you for your interest in supporting Dress for Success Boston through an apparel drive.

Please complete the information requested below and e-mail to Brianna Raab at inventory@dfsbsoston.org **before the drive begins**. If you have any questions, please e-mail or call 617.779.2119.

### Contact Information

<table>
<thead>
<tr>
<th>Company/Organization:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Suite/Floor:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip code:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

### Drive Information

<table>
<thead>
<tr>
<th>Drive dates:</th>
<th>Approximate number of people donating:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the drive take place in Boston?</td>
<td>Organization conducting the drive:</td>
</tr>
<tr>
<td>Yes ________ No __________</td>
<td></td>
</tr>
<tr>
<td>Are you interested in group volunteer opportunities for your company?</td>
<td>Will your company make a monetary contribution?</td>
</tr>
<tr>
<td>Yes ________ No __________</td>
<td>Yes ________ No __________</td>
</tr>
<tr>
<td>Names/titles of those authorizing drive (for a thank you letter):</td>
<td></td>
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</tbody>
</table>

*Page 2 provides more information on our team volunteering opportunity.*

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*I have read and understand Dress for Success Boston’s Donation drive policies and am aware that Dress for Success Boston cannot accept any donations that are not boutique ready, interview appropriate or in trash bags.*

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Signature                                      Date
Suit Drive Checklist

✓ 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 market your apparel drive (typically one month before your drive kick-off).

✓ 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; the winner gets a company t-shirt) and the cost of transportation to drop off the donation.

✓ Secure storage space where you can store the donated items until drop-off.

✓ Market the clothing drive to your employees at staff meetings, through e-mails and on posters hung throughout the office. Educating staff about the drive will boost the number of donations received.

✓ Ensure that donations are interview appropriate. Our clients need suits, blazers, blouses, pants/skirts, attaché bags, handbags, closed-toe shoes and jewelry. Casual items like sportswear and jeans, undergarments, and evening-wear are not appropriate for our purposes. Clothing must be in nearly new condition and must be current (no more than three years old).

✓ Tax receipts. Make sure you have a copy of the tax receipt to give out to any donors who may want one.

✓ Remind donors clothing must be clean and donated on hangers. We ask that all donations are clean and “boutique ready”. For the health and safety of our volunteers, we do not accept donations in trash bags.

✓ Company team-building day. Dress for Success affiliate offers volunteer days for your employees at our Boston site to sort inventory. Teams of 5-15 people can participate in a half or full day session. This is a great team-building opportunity. Contact Brianna if you are interested and she will set up a date!
TAX RECEIPT

Date_____________________

Name_______________________________
Address_____________________________
__________________________________________________________________________

Dear ____________________:

Thank you for your donation to Dress for Success Boston. You are helping disadvantaged women to make the transition into the workforce. We are a non-profit organization whose mandate it is to promote the economic independence of disadvantaged women through professional attire, a network of support and career development tools to help women thrive and grow in both their careers and their lives.

This form is a receipt for your tax-deductible donation to Dress for Success Boston. Federal tax law requires us to inform you that no goods or services were provided to you in return for your donation and, therefore, the full amount of your gift is tax deductible for federal income tax purposes, subject to any limitations that might otherwise apply.

Suits______________________________ Handbags______________________________
Jackets/Blazers_______________________ Shoes (pairs)_________________________
Tops/Blouses_________________________ Scarves_______________________________
Skirts_______________________________ Jewelry_______________________________
Pants_______________________________ Other (describe)________________________
__________________________________________________________________________

We are not permitted, as a non-profit organization, to put a dollar value on a donation. For further assistance, go to www.salvationarmyusa.org and refer to the IRS approved value table the site has provided for women's clothing donations.

Sincerely,

Kimberly Todd
Executive Director

* Donors should be aware that we run end-of-season clothing sales where former clients can purchase suits for a minimal amount. All proceeds from these clothing sales go directly to Dress for Success Boston program expenses.
Tax Deduction Information

We are often asked for information regarding how to value donations for tax deductions. Donors are responsible for valuing their donations. However, the Salvation Army website provides a donation valuation guide that contains estimated high and low values for a variety of used items (including woman’s clothing and accessories). The guide can be found at: http://www.salvationarmyusa.org/usn/www_usn_2.nsf/vw-dynamic-index/D477340FFA28755C8525743D0049D1EF?Opendocument.

Another source for information is www.irs.gov. 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 at (800) 829-3676.

If an individual’s donation is worth $5,000 or more, you will need to have it appraised by a professional before we can accept it.
Sample Initial e-mail

Do you have extra business attire to share with someone just starting her career?

On [insert donation day(s)], [your company name] will be hosting a suit drive to benefit Dress for Success Boston, an international not-for-profit organization that promotes the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life. Dress for Success Boston provides clothing, confidence and career boosts to more than 1,000 women a year.

All donations are tax-deductible.

Donations can be dropped off at 989 Commonwealth Avenue, Boston MA 02215. Please schedule an appointment with Brianna Raab to make a drop off. She can be reached at inventory@dfsBoston.org or 617.779.2119.

We will be collecting nearly new women’s professional clothing and accessories. If your donations are appropriate to wear to work and you would be comfortable wearing your donated item to an interview, we’ll take it!

No Clothes to Donate?

Dress for Success Boston accepts monetary donations to provide employment 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 Boston is truly an investment in a woman’s future and the suit is just the beginning of how they help women succeed in work and in life.

Monetary contributions are 100% tax deductible. Checks can be made payable to:

Dress for Success Boston, 989 Commonwealth Avenue, Boston MA 02215.

If you would like more information on Dress for Success Boston, please visit www.dressforsuccess.org/boston.

If you have any questions, please contact Brianna.

Thank you for your support!
Congratulations!

Thanks to your efforts and hard work [# of participants] employees from [company name] donated [# of items collected] articles of interview-appropriate clothing and raised [$$$] for Dress for Success Boston, a not-for-profit organization that promotes the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life.

Because of your generosity, deserving women throughout Boston can 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 Boston, please visit www.dressforsuccess.org/boston.

Thanks again for a job well done!

[Your name]
Dress for Success Clothing Drive

Hints & Tips
- The optimal length of a time to conduct a successful clothing drive is three to five days
- Have one staff member who will serve as the point person in the office for all donors and who is in direct contact with Dress for Success Boston
- Begin advertising two to three week prior to the drive
- Be specific on the drive details when advertising
  - When (dates and time)
  - Where (where the drop off will be located in your building)
  - What will be accepted (see below)
- Confirm all logistics prior to the start of the drive (i.e securing storage space, scheduling donation drop off, ect.)

Donation Policies
Dress for Success provides interview suits and professional attire to disadvantaged women entering the work-force. We ask that all donations be clean, work-appropriate and in good, nearly new condition. We also ask that donations are on hangers and not in trash bags. Due to limited space, we can only accept clothing for the current season.

We Accept
- Skirt and pant suits
- Blouses and shells
- Blazers and jackets
- Closed-toe shoes
- Handbags and briefcases
- Jewelry
- Unopened cosmetic samples
- Separate pants and skirts

*Please note that our greatest need is plus-size clothing

What We Cannot Accept
- Men’s or children’s clothing
- Sportswear, evening wear, anything not career appropriate
- Used cosmetics, pantyhose or undergarments
- Anything out of season and or style