



DONATION GUIDELINES



Before donating, ask yourself:

“Would I wear this outfit to an interview or to work tomorrow?”



- ✓ Consider your donation *carefully* and donate only *professional* items. Please remember, IF YOU CAN'T WEAR YOUR ITEMS *TOMORROW*, OUR CLIENTS CAN'T EITHER.
- ✓ Donations should arrive “ready-to-wear”: clean, on hangers, all buttons, no tears, or stains
- ✓ Storage space is limited, so donations must be *in season*:
 Fall/Winter – November to March
 Spring/Summer – May to September

YES! WE ACCEPT

- ✓ Business suits (skirt or pant)
- ✓ Separates (skirts, pants, blazers – *no jeans or khakis*)
- ✓ Blouses (*no tee shirts, casual wear*)
- ✓ Shoes
- ✓ Pocketbooks/Purses/Briefcases
- ✓ Scarves, Belts, Jewelry
- ✓ UNUSED Pantyhose & Slips
- ✓ Clothing on hangers & accessories in shopping bags

SORRY, WE DO NOT ACCEPT

- ✗ Casual Clothes – NO “CASUAL FRIDAY”
- ✗ **Jeans**
- ✗ **Tee shirts**, over/flannel shirts
- ✗ Coats
- ✗ Men’s & Children’s Clothing
- ✗ Undergarments (unless new w/store tags)
- ✗ Used cosmetics
- ✗ Used pantyhose
- ✗ Formal wear/Wedding/Prom Gowns
- ✗ Clothing in trash or plastic bags



ALWAYS IN HIGH DEMAND

Suits, separate, & dresses in sizes 16 – 32

Shoes in size 9 & up

New, un-opened pantyhose – especially Queen sizes

Receipts for tax deductions will be given upon request

The Career Wardrobe * 1211 Chestnut Street, Suite 205* Philadelphia, PA 19107

Tel: 215-568-6693 * Fax: 215-568-5998

www.careerwardrobe.org



Clothing which is inappropriate or unusable may be donated to other organizations or sold with the proceedings benefiting The Career Wardrobe. The Career Wardrobe is a registered charitable organization. A copy of our official registration and financial information may be obtained from the PA Department of State by calling toll-free 800-732-0999. Registration does not imply endorsement. Financial gifts of \$250.00 or more will be acknowledged separately and in The Career Wardrobe's annual newsletter.



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 Philadelphia, PA 19107
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 E: tcw@careerwardrobe.org
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DONATION RECEIPT

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ E-Mail: _____
 Workplace: _____



I'LL HELP MAKE A WOMAN'S DREAM OF SELF-SUFFICIENCY A REALITY WITH THE FOLLOWING DONATION(S):

FINANCIAL DONATION

Cash: \$ _____ **Check:** \$ _____
 Credit Card: Please charge \$ _____ to the card circled below:

Visa Card #: _____
 MasterCard Expiration Date: _____
 American Express Authorized Signature: _____

CLOTHING DONATION (VALUE DETERMINED BY DONOR)

Description of Goods	Value

Please attach separate sheet of paper if necessary

Total Clothing Value: \$ _____

Signature of Donor _____ Date _____

_____ I would prefer **not** to receive reminders of future clothing drives and events

Signature of Program Representative _____ Date _____

Form is not valid without a signature from a Career Wardrobe program representative.

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