



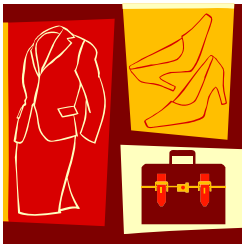
## Interested in organizing a drive? Just follow the simple guidelines below!

### #1 Let Us Know

We ask that you are mindful of other organizations conducting a drive and schedule your drive with The Career Wardrobe prior to beginning your collection. This will ensure you have the proper paperwork and materials. Please return the attached Corporate Drive Information Form to Heather Bennett before beginning your drive.

### #2 Determine Your Drive:

Receive Career Wardrobe garment, accessory or shopping bags to distribute and fill up! The *Finishing Touch* and *Basic Beauty* drives may be combined, but all others we request as single drives only due to the volume of items received.



- **“Suited Up” Drive** – Donations of a complete business skirt suit, or pantsuit **ONLY**; **excluding** separates (blouses, skirts, pants, jackets, dresses, etc...)
- **“Separate to None” Drive** – Donations of separates, including trousers, skirts, blouses, blazers, and “Casual Friday” outfits.
- **The “Black and White” Drive** – To help our clients going into the service industries, donations of white tops/blouses and black bottoms (pants and skirts).

We also accept tan khaki's, polo shirts – all colors, and scrubs (without logos).

- **“A Finishing Touch” Drive** – Donations of handbags, jewelry, scarves, shoes (especially size 9 and up!), and stockings (new and unused; especially plus sizes), so that every woman can receive that “finishing touch” to help her make the very best impression!
- **“Basic Beauty” Drive** – You know you have them – all those cosmetic trial samples you never use, colors that weren't quite right, toiletries that just aren't your favorites... Donate those new, unused cosmetics and toiletries to The Wardrobe!



### #3 Drive Day Opportunities:

**Shopping Day Partnership** – consider combining your collection with a portion of the proceeds benefiting The Career Wardrobe. In return, The Career Wardrobe would advertise your drive to various outlets, including:

- The Career Wardrobe website (11,500 visits/month)
- E-Newsletter and community partner listings (6,000 supporters with a 15-20% average open rate)
- Social Networking via Facebook, Twitter and Linked-In (1,000+ supporters)

The Career Wardrobe would be pleased to visit your organization to give a short 10-15 minute presentation highlighting The 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. A Speaker Request Form is included in this packet for your convenience.

If you'd prefer, your group and/or volunteers are invited to visit The Career Wardrobe to see our program in action! Hours are Monday through Friday, between 10am and 4pm. Please contact Kristen Voris (215-568-6693) to coordinate your visit.

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## #4 Returning Your Donations to The Career Wardrobe

The Career Wardrobe would be pleased to arrange a pick-up of your items after the collection is over. Our offices are open Monday through Friday, so we request items be stored until a weekday so we can have items delivered directly to our location.



Alternately, if you would like to drop the items off yourself, we would be pleased to make a drop off appointment Monday through Friday between 10am and 3pm at 21 S 12<sup>th</sup> Street, Suite 110 by calling 215-568-6693. An appointment must be made for drop-off in order to gain access to the back of the building for unloading. There is no street parking in front of the building. Directions for getting to our loading dock will be sent separately.

No appointment is needed and volunteers are available to assist you\* with your donations at the following locations:

- **The Wardrobe Boutique**

Tuesday – Saturday: 11am -6pm  
1822 Spring Garden Street, Philadelphia  
\*assistance contingent upon shopping volume.

**3<sup>rd</sup> Wednesday** of every month between 5pm and 7pm  
*Volunteers are available to assist with donations between these hours only. If you choose to drop off your items another time, please note assistance is contingent on shopping volume and may not be available.*

- **2<sup>nd</sup> Tuesday** of the month from 5:00pm to 7:00pm  
Athertyn at Haverford Reserve, Residences' Clubhouse  
7700 Parkview Drive, Haverford (GPS/Google Maps: 3500 Darby Road, Haverford)

*This is a monthly clothing drive held for The Career Wardrobe. Please be respectful of Athertyn's generosity and donate **only** during drive times. Items **cannot** be left for The Career Wardrobe at any other time without jeopardizing our relationship.*

- **2<sup>nd</sup> Wednesday** of the every month between 6pm and 8pm only  
East Falls Presbyterian Church  
3800 Vaux Street, East Falls, Philadelphia

*This is a monthly clothing drive held for The Career Wardrobe. Please be respectful of the church's generosity and donate **only** during drive times. Items **cannot** be left for The Career Wardrobe at any other time without jeopardizing our relationship.*

### Other options:

Please feel free to make other arrangements for drop off such as mailing, UPS, or sending your donations via courier. The Career Wardrobe works with TimeCycle Couriers in Center City. They can be reached at 216-627-7874 or at [timecycle.com](http://timecycle.com). The Career Wardrobe does not pay for this service.

**OF COURSE, IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT HEATHER BENNETT BY E-MAILING [HEATHER@CAREERWARDROBE.ORG](mailto:HEATHER@CAREERWARDROBE.ORG) OR BY CALLING 215-568-6693 x13.**





## Drive Information Form

Please fill out this form with the details of your drive and return it to Heather Bennett **BEFORE YOUR DRIVE** at the address listed below:

### I. Organization Information

Name of Organization: \_\_\_\_\_

Proposed 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: \_\_\_\_\_

### III. Drive Information

- Suited Up       Separate to None       Black & White  
 A Finishing Touch       Basic Beauty

Please send us your boiler plate information to include on our flyers and information.

I like to have a Career Wardrobe Ambassador come speak to our group. My request form has been filled out and will be returned with this form.

We'd like to visit The 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)

Center City Office Hours/Weekday: (date/time) \_\_\_\_\_

- or -

Center City Drive     Main Line Drive     East Falls Drive     The Wardrobe Boutique

### **Thank you for supporting The Career Wardrobe!**

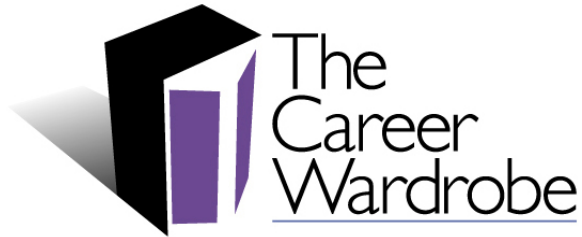
**Please be mindful of other corporations conducting a drive and schedule your drive with The Career Wardrobe PRIOR TO BEGINNING YOUR COLLECTION. Even if you bring the items in yourself, The Career Wardrobe must coordinate tagging, sorting and storage for your items. Some drive dates and drop off dates may not be available without prior notification.**

**YOUR COOPERATION IS GREATLY APPRECIATED!**

The Career Wardrobe

21 South 12<sup>th</sup> Street, Suite 110, Philadelphia, PA 19107

T: 215-568-6693 ~ F: 215-568-5998 ~ [www.careerwardrobe.org](http://www.careerwardrobe.org)



## AMBASSADOR REQUEST FORM

Date of event: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

### CONTACT INFORMATION:

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

### EVENT DETAILS:

Time of Engagement: \_\_\_\_\_ Estimated number of people: \_\_\_\_\_

Time of TCW speech: \_\_\_\_\_ Length of speech: \_\_\_\_\_

Type of Engagement: \_\_\_\_\_

Brief Description of Organization: \_\_\_\_\_

\_\_\_\_\_

Background of Target Audience ( i.e. age group, socio-economic status, race): \_\_\_\_\_

\_\_\_\_\_

### LOCATION INFORMATION:

Location: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OPTIONAL DONATIONS FOR THE CAREER WARDROBE (Please Check one)

Honorarium:

\$75       \$100       Other: \$ \_\_\_\_\_

Allow TCW speaker to solicit small monetary donation from audience at the engagement:  Yes     No

Purse Bank       Reply Cards       Other: \_\_\_\_\_