



July 2010

Dear Friend:

Thank you for your interest in partnering with The Career Wardrobe to provide professional clothing and increased self-confidence to your job candidates. Without the support from organizations like yours, we would not be celebrating fifteen years of success!

Many women come through The Career Wardrobe's doors feeling insecure and anxious about their upcoming job interviews. At The Career Wardrobe, your participants receive free clothing along with personal customer service and words of encouragement to help build their self esteem. Empowered with these tools, your participants are ready to become confident, self-sufficient, and successful professionals.

Please review our enclosed 2010-2011 Referral Partner Member Services List and select the membership level ("Accessory" – sliding scale starting at \$100 annually or "Full Ensemble" - \$500 annually for nonprofits) that best fits your program and clients' needs for the coming year.

In September 2009, we opened an additional location at 19th and Spring Garden Street. *The Wardrobe Boutique* serves as resale boutique for the entire community and our clients offering affordable designer and vintage clothing. Be sure to take advantage of the additional referral member benefits that highlight this new location and service!

For as little as \$25 a month, both you and your participants can be a part of our "success stories," like the women who used our services this past year can attest:

"The Career Wardrobe offers our job candidates countless opportunities to look and feel good about themselves. Their services extend beyond dressing a woman for her interview." – Referral Partner Employment Advisor

"The Career Wardrobe helped me bring back confidence in my personality." – Former Client

"The Career Wardrobe has brought a sense of pride and self-worth back to many women across the Philadelphia area. For some of those women who have not worked in some time, it makes us feel independent and appreciative that we were noticed." – Former Client

Enroll Today

To initiate our services for your organization, complete the **2010-11 Referral Partner Invoice** or register online at: <http://referralpartner-sign-up09.eventbrite.com>. Let us know if you have any questions about our program or suggestions for how we can improve our services.

Thank you for supporting The Career Wardrobe!

Sincerely,

Sheri K. Cole
Executive Director

Kristen Voris
Education and Outreach Manager



The Career Wardrobe Empowering Women to Succeed

2010 - 2011 Service List

NEW for 2010-2011!

Referral Partner Roundtables: Come share best practices and network with other referral partners of The Career Wardrobe to brainstorm new ways in how we can help each other! More details to come this fall!

✓ **Dressing Program**

Participants receive one-on-one assistance from our trained personal shoppers, volunteers and staff with a background in human resource, image consulting and fashion. Each woman is eligible for three free outfits which include:

- Matching suit with blouse/shirt.
- Six additional pieces ("separates") to combine into a week's worth of work outfits.
- Accessories to compliment the outfit: shoes, stockings, scarf, handbag, jewelry.

✓ **Client Help Desk**

Clients can have their resume critiqued and ask questions about the work environment of industry professionals. We match participants with one of our Career Leaders for mentoring and assistance via the phone/email.

✓ **Mock Interview Sessions**

Participants receive constructive feedback to learn how they can strengthen their interview savvy. This opportunity is available on an individual basis as an add-on after clients utilize the Client Help Desk.

✓ **Gateway to Success Seminars**

Our monthly signature personal and professional development seminars designed to help participants adapt and succeed in the business environment – empowering men and women new to the workforce with practical life skills.

✓ ***Suit Up: Dressing Your Best Workshops***

The Career Wardrobe *Suit Up* workshops help participants put their best foot forward for their interview. At the end of the workshop they will know how to develop a style suitable to the workplace and their personality and learn how to project a positive self-image. (Additional Fee)

✓ **Professional Women's Network Events: Designed Specifically for Women Transitioning to Work**

Clients of The Career Wardrobe who have found or are still looking for work, share their experiences and motivate one another to take their career to the next level. This opportunity is for clients of The Career Wardrobe only. Breakfast sessions are held the 3rd Thursday of each month. *Reservations are required.*

✓ **Online Client Resource Portal**

Clients can access our career resources, calendar of upcoming events, register for Professional Women's Network programs, and download tip sheets for a job search and living an empowered life.

The Career Wardrobe
21 South 12th Street, Suite 110, Philadelphia, PA 19107
T: 215-568-6693 ~ F: 215-568-5998 ~ E: partner@careerwardrobe.org
www.careerwardrobe.org



2010-11 Referral Partner Membership Options* (July 1, 2010 – June 30, 2011)

Full Ensemble Membership Annual Fees: \$1,000: For-Profit/ \$500: Non-Profit

- **Access to all Career Wardrobe programs:**
 - Referral Partner Roundtable Membership
 - Dressing and Image Consultation Program
 - *Gateway to Success* monthly professional development seminars
 - Client Help Desk - resume review and preparation
 - *Suit Up* Workshops (additional fee)
 - Professional Women's Network Events
 - Client Resource Portal: www.careerwardrobe.org/client_resources
- **Professional Clothing:**
 - Two appointments in a 6 month period: 1st while interviewing, and 2nd once employed.
 - Matching suit with blouse/shirt.
 - Six additional separates to combine into a week's worth of work outfits.
 - Accessories to compliment outfit: shoes, stockings, scarf, handbag, jewelry.
- All appointments scheduled within 24-48 hours of request. Emergency appointments (up to 5 emergency appointments per month)
- Send up to 250 clients in the 2010-11 membership year
- On-Site "Suit Up" workshops: First One is free, \$50 per each additional workshop
- Ten (10) 50% off purchases discount coupons to The Wardrobe Boutique. Use these for staff, client incentives, anyone to show your appreciation!

Accessory Membership

Sliding Scale - Suggested Annual Fee: \$100

- **Professional Clothing:**
 - Two appointments: First while interviewing and second once employed.
 - Matching suit with blouse/shirt.
 - Six additional separates to combine into a week's worth of outfits.
 - Accessories to compliment outfits: shoes, stockings, scarf, handbag, jewelry.
- Two (2) 50% off purchases discount coupons to The Wardrobe Boutique. Use these for staff, client incentives, anyone to show your appreciation! *Available for all partners that pay full Accessory Membership fee.*
- **Limitations:**
 - Appointments available on Monday's only.
 - No "emergency appointments" available.
 - Participating programs can refer up to 5 clients per month.
 - Open to non-profit programs only (copy of 501c3 certification required).
 - Additional \$50 fee/seminar for 10 clients to participate in the *Gateway to Success Seminars*.

* Fees pro-rated for Full Ensemble Membership after 11/1/10.



2010-11 Referral Partner Membership Invoice July 1, 2010 – June 30, 2011

Select Referral Partner Membership Option (see reverse for details):

- "Full Ensemble" Membership – For-Profit (\$1000.00)
- "Full Ensemble" Membership – Non-Profit (\$500.00)
- "Accessory" Membership (Sliding Scale - suggested \$100 Fee – Available to non-profits only)

Name of Program Referral Partner ID# (if known)

Name of Parent Organization

Program Address/Location

City State Zip

Primary Contact Name Title Primary Contact E-mail

Business Telephone Business Fax

Executive/Program Director (REQUIRED) Title Executive/Program Director E-mail (REQUIRED)

Director Business Telephone (REQUIRED) Director Business Fax

Payment Options:

In order to ensure uninterrupted benefits for your program participants, remit payment immediately. Registration is available online at <http://referralpartner-sign-up09.eventbrite.com>.

- Check enclosed (Payable to "The Career Wardrobe")
- Charge our/my credit card for \$_____

Please circle: VISA / Master Card / American Express

Name on Card Card Number Expiration Date

Mailing Address Associated with this Credit Card Same as the address listed above

Authorized Signature Date Non-Profit 501c3 ID Number (required)

Return this invoice with your payment (and verification of non-profit status, if applicable) to:

The Career Wardrobe
Attn: Kristen Voris, Manager of Education & Outreach
21 South 12th Street, Suite 110, Philadelphia, PA 19107
Tel: 215-568-6693 / Fax: (215) 568-5998
Email: partner@careerwardrobe.org

Thank you for partnering with The Career Wardrobe!