



July 2011

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 sixteen 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 2011-2012 Referral Partner Member Services overview 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.

***New this year, there will be a per client fee on top of the annual membership fee, for special attire needs such as uniforms, scrubs, etc. Please contact us for more details.**

Don't forget about *The Wardrobe Boutique*, located 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 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 enclosed **2011-12 Referral Partner Member Services overview** or register online at: <http://referralpartner-sign-up.eventbrite.com>. Let us know if you have any questions about our program or suggestions for how we can improve our services by contacting Heather Bennett at 215-568-6693, extension 13.

Thank you for supporting The Career Wardrobe!

Sincerely,

Sheri K. Cole
Executive Director



The Career Wardrobe Empowering Women to Succeed

2011 - 2012 Service List

New This Year! Special Attire for Training, School or Employment

Clients who need special attire for training, school attendance or employment can be outfitted, too! Special attire items covered include: scrub sets, nursing shoes, chef uniforms, school (public and charter) uniforms, logo items and steel-toed boots. The Career Wardrobe will work with your program to provide other specialty items as needed.

- Programs that sign up for this added service will be billed a co-pay per client based on The Career Wardrobe's average cost for procuring these specialty items.
- Special attire requests must be provided 7-10 days in advance to allow for product ordering.
- Current co-pay invoices must be paid in full before additional clients are scheduled.

✓ **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 four 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.

✓ **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.



2011-12 Referral Partner Membership Options (July 1, 2011 – June 30, 2012)

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

Annual Fees*: \$1,000: For-Profit Programs
\$500: Non-Profit Programs

Access to all Career Wardrobe programs:

- Dressing and Image Consultation Program (see below)
- Gateway to Success Monthly Professional Development Seminars
- Client Help Desk Resume Review and Preparation
- Professional Women's Network Events
- On-Site "Suit Up!" workshops (\$50 per workshop)

Dressing and Image Consultation Program benefits:

- Participants receive 4 free professional outfits suitable for interviewing and/or work:
1 at first visit and 3 after employment:
 - 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).
- Refer up to 250 clients in the 2011-2012 membership year (July - June).
- Ten (10) 50% off discount cards for The Wardrobe Boutique. Use these for staff, client incentives, anyone to show your appreciation!

Accessory Membership

Suggested Annual Fee: \$100

Access to all Career Wardrobe programs:

- Dressing and Image Consultation Program (see below)
- Gateway to Success Monthly Professional Development Seminars (additional \$50 fee for 10 clients)
- Professional Women's Network Events
- On-site "Suit Up!" workshops (\$50 per workshop)

Dressing and Image Consultation Program benefits:

- Participants receive 4 free professional outfits suitable for interviewing and/or work:
1 at first visit and 3 after employment:
 - 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.
- Two (2) 50% off discount cards for The Wardrobe Boutique for programs paid in full (\$100). Use these for staff, client incentives, anyone to show your appreciation!

Limitations:

- Appointments available on Monday's only.
- No "emergency appointments" available.
- Refer up to 5 clients per month.
- Open to non-profit programs only.
- Additional \$50 fee/seminar for 10 clients to participate in the *Gateway to Success Seminars*.



2011-12 Referral Partner Membership Options (July 1, 2011 – June 30, 2012)

Special Attire for Training, School or Employment

Per Client Co-pay Based on Specific Attire (see chart below)

Special attire includes clothing for training, school attendance or employment.

- Fees are in addition to the annual membership level fee(s) listed above and will be billed a co-pay per client, based on The Career Wardrobe's average cost for procuring these specialty items.
 - Special attire items covered include: scrub sets, nursing shoes, chef uniforms, school (public and charter) uniforms, logo items and steel-toed boots.
 - Special attire requests must be provided 7-10 days in advance to allow for product ordering.
 - Current co-pay invoices must be paid in full before additional clients are scheduled.

Attire	Item	✓ Partner Co-Pay
Scrubs	One Set	\$15
Chefwear		\$15
General Uniform Request	White blouse	\$8
	Black, Khaki or Tan pants	\$8
Shoes	Black Sneakers	\$12
	White Nursing Clogs	\$4
Logo items		Determined by client's program

- ✓ *Items subject to change depending on cost to order, shipping and inventory. Other special attire items may be ordered according to the needs of your program and billed as determined by the cost.



2011-12 Referral Partner Membership Invoice July 1, 2011 – June 30, 2012

Select Referral Partner Membership Option:

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

Please contact me on providing special attire for my clients

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 also available online at <http://referralpartner-sign-up.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: Heather Bennett, Operations and Marketing Manager
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!