



June 2009

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 fourteen 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 2009-2010 Referral Partner Member Brochure 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.**

This September, we plan to open an additional location at 19<sup>th</sup> and Spring Garden Street. *The Wardrobe Boutique* will better serve the needs of your clients while also serving as resale boutique for the entire community. Additional member benefits this year 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 story," like the women who used our services this 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

*"I really had a wonderful time at the Gateway to Success seminar. The company, information, breakfast, and networking were very helpful."* – 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 **2009-10 Referral Partner Brochure form** 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.

Sincerely,

  
Sheri K. Cole, Executive Director

  
Carrie Veurink, Education and Outreach Manager



## The Career Wardrobe Empowering Women to Succeed

### 2009-2010 Service List

#### ✓ **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.
- Three 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. In addition, Referral Partners may request a Career Wardrobe representative for on-site Mock Interview Sessions for 5-10 participants.

#### ✓ **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.

#### ✓ ***Dress to Impress* Workshops**

The Career Wardrobe *Dress to Impress* 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 3<sup>rd</sup> Thursday of each month at T-Bar (12<sup>th</sup> and Sansom St). Reservations are required.

#### ✓ **Client Resource Portal: [www.careerwardrobe.org/client\\_resources](http://www.careerwardrobe.org/client_resources)**

Clients can access our career resources, Career Wardrobe event calendar, register for our programs, and view tip sheets for job search and living an empowered life.



## 2009-10 Referral Partner Membership Options\* (July 1, 2009 – June 30, 2010)

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

- **Access to all Career Wardrobe programs:**
  - Dressing and Image Consultation Program
  - *Gateway to Success* monthly professional development seminars
  - Client Help Desk - resume review and preparation
  - Mock Interview Appointments
  - Professional Women's Network Events
- **Professional Clothing:**
  - Two appointments in a 6 month period: 1<sup>st</sup> while interviewing, and 2<sup>nd</sup> 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.
- Participants receive **Good Luck Card** – 50% off purchases at one Career Wardrobe Inventory Sale.
- 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 2009-10 membership year
- On-Site "Dress to Impress" workshop discount: \$100 per workshop (Half-Off regular \$200 fee).
- **NEW THIS YEAR!** Ten (10) \$50 gift certificates for The Wardrobe Boutique opening September 2009. 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.
- **NEW THIS YEAR!** Two (2) \$50 gift certificates for The Wardrobe Boutique opening September 2009. 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 11/1/09.



## 2009-10 Referral Partner Membership Invoice July 1, 2009 – June 30, 2010

**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)

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Name of Program		Referral Partner ID# (if known)
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Name of Parent Organization		
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Program Address/Location		
<hr/>		
City	State	Zip
<hr/>		
Primary Contact Name	Title	Primary Contact E-mail
<hr/>		
Business Telephone	Business Fax	
<hr/>		
Executive/Program Director (REQUIRED)	Title	Executive/Program Director E-mail (REQUIRED)
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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

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Name on Card	Card Number	Expiration Date
<hr/>		
Mailing Address Associated with this Credit Card		<input type="checkbox"/> Same as the address listed above.
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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: Carrie H. Veurink, Manager of Education & Outreach**  
**1211 Chestnut Street, Suite 205, Philadelphia, PA 19107**  
**Tel: 215-568-6693 / Fax: (215) 568-5998**  
**Email: [partner@careerwardrobe.org](mailto:partner@careerwardrobe.org)**

**Thank you for partnering with The Career Wardrobe!**