DONATION DRIVE KIT

DRESS FOR SUCCESS®
CENTRAL VIRGINIA

Going Places. Going Strong.

Thank you for hosting a donation drive at your company, school, place of worship, or association. Most of the apparel we provide to our clients comes to us from other women in the community, and hosting a donation drive is a great way to support Dress for Success Central Virginia.

Please complete the information requested below and e-mail to centralvirginia@dressforsuccess.org or mail to Dress for Success Central Virginia, 210 E. Clay Street, Richmond, VA 23219 before your donation drive begins. If you have any questions, please call us at 804-234-3034

<table>
<thead>
<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Organization Name:</strong></td>
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<tr>
<td><strong>Street Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
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<tr>
<th>Drive Information</th>
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<tbody>
<tr>
<td><strong>Drive dates:</strong></td>
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<tr>
<td><strong>How will you get the donations collected to our offices at 210 E. Clay Street, Richmond, VA 23219?</strong></td>
</tr>
<tr>
<td>☐ Mail</td>
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</tbody>
</table>

| **Would you like the tax receipts mailed to:** | **Will your company make a monetary contribution?** |
| ☐ Drive Leader | ☐ Yes |
| ☐ Individual Donor** | ☐ No |

*Please note that companies typically budget donation delivery services as part of their charitable contribution. We accept deliveries from the U.S. Post Office, FedEx, UPS and courier services. You must call to schedule your delivery.

** If you select that you would like tax receipts mailed to the drive leader at the conclusion of the drive Dress for Success Central Virginia will mail the tax receipts to the drive leader within 2 weeks of the conclusion of the drive. If you select that, you would like tax receipts mailed to the individual donor Dress for Success Central Virginia will mail tax receipts to individual donors within 4 weeks of the conclusion of the donation drive.
**Use this checklist to ensure a successful donation drive.**

**Dress for Success Central Virginia**

**Donation Drive Checklist**

- **Form a committee** of co-workers to help you run the drive.
- **Obtain approval.** The process may vary from company to company, but your human resources, community or public relations departments are good places to start.
- **Determine drive date(s)** and give yourself enough advance lead-time to successfully market your donation drive (typically one month before your drive kick-off).
- **Create a budget** and determine who will provide the internal funding. Typical costs can include promotional materials (posters, balloons, etc.), a raffle prize (i.e. each donor receives a raffle ticket; the winner gets a company t-shirt) and delivery services for your donations.
- **Secure storage space** where you can store the donated items until delivery/pick-up.
- **Schedule delivery/pick-up** and obtain any insurance, freight and any other forms needed to move the items out of the office. Give plenty of advance notice to delivery or pick-up service; reserve freight elevator time; and confirm delivery method with your Dress for Success Central Virginia point of contact.
- **Market the donation drive** to your employees at staff meetings, through emails and on posters hung throughout the office. Educating staff about the drive will boost donation numbers received.
- **Ensure that clothing donations are interview appropriate.** Our clients need suits, blazers, blouses, pants/skirts, attaché bags, closed-toe shoes and scarves. Casual items like sportswear and jeans, undergarments, and evening-wear are not appropriate for our purposes. Clothing must be in nearly new condition and must be current (no more than three years old).
- **Ensure that monetary donations** are made payable to Dress for Success Central Virginia and logged accurately on the monetary contribution log.
- **Tax receipts.** Email the donation logs to your Dress for Success Central Virginia point of contact at the conclusion of the donation drive. These sheets are used to generate itemized tax receipts. Please make sure that all addresses are filled out completely and that donors use their current mailing address.
- **Consider a company team-building day.** Dress for Success Central Virginia offers volunteer days for your employees at our facility to sort and merchandise donations that are delivered daily. This is a great team-building opportunity.
Sample Reminder E-Mail

Use this sample email to get your donation drive started. Just copy and paste directly into the body of your email but be sure to customize the highlighted entries!

Do you have extra business attire to share with someone just starting her career?

On [insert donation day(s)], [your company name] will be hosting a donation drive to benefit Dress for Success Central Virginia, an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. Dress for Success has been providing clothing, confidence and career boosts to more than 925,000 since 1997.

All donations are tax-deductible.

Suits can be dropped off at [drop-off location] on [donation day and hours].

We will be collecting nearly new women’s professional clothing and accessories [include applicable items such as suits, blouses, closed-toe shoes and attaché bags]. If your donations are appropriate to wear to work and if you would be comfortable wearing your donated item to an interview, we’ll take it!

No Clothes to Donate?

Dress for Success Central Virginia accepts monetary donations to provide employment retention services to its clients. This ongoing support enables women to successfully transition into the workforce, build thriving careers and succeed professional and personally. An investment in Dress for Success Central Virginia is truly an investment in a woman’s future and the suit is just the beginning of how they help nearly 50,000 women succeed in work and in life each year.

Monetary contributions are 100% tax deductible. Checks can be made payable to: Dress for Success Central Virginia Memo: [insert company’s name] Suit Drive

If you would like more information on Dress for Success Central Virginia, please visit centralvirginia.dressforsuccess.org.

If you have any questions, please call [contact] at [phone number].

Thank you for your support!
Use this sample email to remind your co-workers that your donation drive is happening. Just copy and paste directly into the body of your email but be sure to customize the highlighted entries!

Just a friendly reminder!

Dress for Success Central Virginia Donation Drive is taking place on [date(s) of drive]!

[Company name] is hosting a Dress for Success Central Virginia donation drive. The clothes and money collected will be donated to Dress for Success Central Virginia, a local affiliate of the international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

Nearly new women’s professional clothing and accessories will be accepted. If it is appropriate to wear to work and you would be comfortable wearing your donation to an interview yourself - we will take it! Donations should be cleaned and ready-to-wear.

Dress for Success Central Virginia also accepts monetary donations. Checks can be made payable to:

   Dress for Success Central Virginia
   Memo: [Company name] Suit Drive.

All donations are tax-deductible. You can bring your suits and monetary donation to [drop-off location and date(s)/time of drive].

Thank you again for supporting this great cause. Your donations will make a big difference in a woman's life!

Your name
Phone extension
E-mail address
Sample Thank You e-mail

Use this sample email to thank your co-workers for participating in your donation drive. Just copy and paste directly into the body of your email but be sure to customize the highlighted entries!

Congratulations!

Thanks to your efforts and hard work [# of participants] employees from [company name] donated [# of items collected] articles of interview-appropriate clothing and raised [$$] for Dress for Success Central Virginia, a local affiliate of the international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. Because of your generosity, deserving women throughout Virginia can transition into the workplace and begin their journey to self-sufficiency!

Our drive was a great success and we hope to host another one next year. If you are interested in volunteering or learning more about Dress for Success Central Virginia, please visit centralvirginia.dressforsuccess.org

Thanks again for a job well done!

[Your name]
Sample Flyer

Use this sample flyer to advertise your donation drive. Just be sure to customize the highlighted entries!

Join us for a Donation Drive in support of Dress for Success Central Virginia

Date: 
Time: 
Location: 
Contact: 

We’ll be accepting new and gently used professional attire. This includes:
- Suits
- Slacks
- Blouses
- Handbags
- Shoes
- Accessories

No clothes to donate? Consider making a monetary contribution. All donations are 100% tax-deductible.

Dress for Success Central Virginia is a local affiliate of the international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. To learn more about Dress for Success Central Virginia visit centralvirginia.dressforsuccess.org
Drive Donations

We are often asked for information regarding how to value donations for tax deductions. The Salvation Army website provides a donation valuation guide that contains estimated high and low values for a variety of used items (including woman’s clothing and accessories).


Another source for information is at www.irs.gov where you can download Publication 526 for record-keeping requirements and other rules on charitable deductions. In addition, Publication 561 provides general guidelines for valuing gifts. Both publications can also be ordered at (800)829-3676.

Please use the attached donation logs during your donation drive to track individual donors. Feel free to make additional copies if necessary.

You will need to provide the donation logs to your Dress for Success Central Virginia point of contact at the conclusion of your donation drive.

If you select that you would like tax receipts mailed to the drive leader at the conclusion of the drive Dress for Success Central Virginia will mail the tax receipts to the drive leader within 2 weeks of the conclusion of the drive.

If you select that you would like tax receipts mailed to the individual donor Dress for Success Central Virginia will mail tax receipts to individual donors within 4 weeks of the conclusion of the donation drive.
# Dress for Success Central Virginia Donation Drive

## Clothing Donation Log

PLEASE PRINT CLEARLY TO ENSURE THAT YOUR TAX RECEIPT IS ACCURATE. THANK YOU!

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>HOME ADDRESS</th>
<th>APT</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>SUITS</th>
<th>SHOES</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/09</td>
<td>Jane Doe</td>
<td>555 Worth Street</td>
<td>1A</td>
<td>New York</td>
<td>NY</td>
<td>10000</td>
<td>8</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

Separates include jackets, skirts, slacks, dresses, blouses and vests. Other includes purses, coats and accessories

PAGE ______________ OF __________________________
Dress for Success Central Virginia Donation Drive
Monetary Contribution Log

PLEASE PRINT CLEARLY TO ENSURE THAT YOUR TAX RECEIPT IS ACCURATE. THANK YOU!

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>HOME ADDRESS</th>
<th>APT</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>Monetary Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/09</td>
<td>Jane Doe</td>
<td>555 Worth Street</td>
<td>1A</td>
<td>New York</td>
<td>NY</td>
<td>10000</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

- All checks should be made payable to *Dress for Success Central Virginia* (Federal Tax ID# 46-0733693)

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PAGE ______________ OF __________________________
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