

Scrub Drive Kit

Thank you for your interest in supporting Dress for Success Red River Valley through an apparel drive.

Please complete the information requested below and e-mail to Amanda Even at redrivervalley@dressforsuccess.org **before the drive begins**. If you have any questions, please e-mail or call 701.478.8076

Contact Information		
Company/Organization:		Contact Name:
Address:		Suite/Floor:
City:	State:	Zip code:
Phone:		E-mail:

Drive Information	
Drive dates:	Approximate number of people donating:
Will the drive take place in Fargo/Moorhead? Yes _____ No _____	Organization conducting the drive: Company _____ Non-profit/community gp_____
Will your company volunteer at our boutique? Yes _____ No _____	Will your company be making a monetary contribution? Yes _____ No _____
Names/titles of those authorizing drive (for a thank you letter):	

Tax Receipts

Donors are asked to complete the donation log, found on page 5, with the number of items they donated and their home mailing address. At the end of the drive, the donation logs should be e-mailed to redrivervalley@dressforsuccess.org and the receipts will be mailed directly to each donor.

Donation Pick Up

Dress for Success Red River Valley does not pick up donations and we ask you schedule a drop off time beforehand.

Suit 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 placed to start.
- ✓ **Determine drive date(s)** and give yourself enough advance lead-time to successfully market your apparel 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)
- ✓ **Secure storage space** where you can store the donated items until pick-up.
- ✓ **Market the clothing drive** to your employees at staff meetings, through e-mails and on posters hung throughout the office. Educating staff about the drive will boost the number of donations received.
- ✓ **Ensure that donations are interview appropriate.** The women we serve need scrubs – all colors and sizes. Our clients also need suits, blazers, blouses, pants/skirts, attaché bags, handbags, closed-toe shoes and jewelry. Casual items like sportswear and jeans, undergarments, and evening-wear are not appropriate for our purposes. Clothing must be in nearly new condition.
- ✓ **Tax receipts.** E-mail completed donation logs to redrivervalley@dressforsuccess.org. These sheets are used to generate itemized tax receipts. Please make sure that donors use their home address and requested information is filled out completely.
- ✓ **Company team-building day.** Dress for Success Red River Valley offers volunteer days for your employees at our Fargo-based boutique to sort inventory. Teams of 10 people can participate in a half or full day session. This is a great team-building opportunity. Contact us you are interested

Tax Deduction Information

We are often asked for information regarding how to value donations for tax deductions. Donors are responsible for valuing their donations. However, 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). The guide can be found at: http://www.salvationarmyusa.org/usn/www_usn_2.nsf/vw-dynamic-index/D477340FFA28755C8525743D0049D1EF?Opendocument.

Another source for information is www.irs.gov. 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.

Sample Initial e-mail

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

On [insert donation day(s)], [your company name] will be hosting a scrub drive to benefit Dress for Success Red River Valley, an international not-for-profit organization that promotes the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life. Dress for Success Red River Valley has provided clothing, confidence and career boosts to more than 1,000 women since 1998.

All donations are tax-deductible.

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

We will be collecting nearly new women's scrubs, 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 you would be comfortable wearing your donated item to an interview, we'll take it!

No Clothes to Donate?

Dress for Success Red River Valley 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 professionally and personally. An investment in Dress for Success Red River Valley is truly an investment in a woman's future and the suit is just the beginning of how they help women succeed in work and in life each year.

Monetary contributions are 100% tax deductible. Checks can be made payable to:
Dress for Success Red River Valley, 219 NP Avenue, Fargo, ND 58102

If you would like more information on Dress for Success Red River Valley, please visit www.dressforsuccess.org/redrivervalley.

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

Thank you for your support!

Sample Thank You e-mail

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 Red River Valley, a not-for-profit organization that promotes the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life.

Because of your generosity, deserving women throughout the Fargo-Moorhead area 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 Red River Valley, please visit www.dressforsucces.org/redrivervalley.

Thanks again for a job well done!

[Your name]

Sample Flyer



DRESS FOR SUCCESS®

RED RIVER VALLEY OF THE UPPER MIDWEST

Going Places. Going Strong.

Dress for Success Red River Valley Scrub Drive

Date:

Time:

Location:

Contact:

Dress for Success Red River Valley is an international not-for-profit organization that promotes the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life.

Dress for Success Red River Valley has provided clothing, confidence and career boosts to more than 1,000 women in the Fargo-Moorhead Area since 1998.



Dress for Success Red River Valley Drive Clothing Donation Log

DATE	NAME	HOME ADDRESS	APT	CITY	STATE	ZIP	EMAIL	S U I T S	S E P A R A T E S	S H O E S	O T H E R
01/01/11	Jane Doe	555 Worth Street	1A	New York	NY	10000		8	20	6	4
							TOTAL				

"Separates" includes jackets, skirts, slacks, dresses and blouses
 "Other" includes jewelry, makeup, nylons, etc.