Suit Drive Kit

Thank you for your interest in supporting Dress for Success Billings through an apparel drive.

Please complete the information requested below and e-mail to billings@dressforsuccess.org before the drive begins. If you have any questions, please e-mail or call 406-256-7304.

Contact Information

<table>
<thead>
<tr>
<th>Company/Organization:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Suite/Floor:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip code:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Drive Information

<table>
<thead>
<tr>
<th>Drive dates:</th>
<th>Approximate number of people donating:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization conducting the drive:</td>
<td>Company ________ Non-profit/community gp ________</td>
</tr>
<tr>
<td>Will your company make a monetary contribution?</td>
<td>Yes ________ No ________</td>
</tr>
</tbody>
</table>

Names/titles of those authorizing drive (for a thank you letter):

*Page 2 provides more information on our team volunteering opportunity.

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 billings@dressforsuccess.org and the receipts will be mailed directly to each donor.
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)

✓ 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. Our clients 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 and must be current (no more than three years old).

✓ Tax receipts. You can obtain tax receipts to give to donors by emailing billings@dressforsuccess.org

✓

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.

If an individual’s donation is worth $5,000 or more, you will need to have it appraised by a professional before we can accept it.
Sample Initial e-mail

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 suit drive to benefit Dress for Success Billings, 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 Billings has provided clothing, confidence and career boosts to more than 6000 women since 2000.

All donations are tax-deductible.

Donations can be dropped off at [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 you would be comfortable wearing your donated item to an interview, we’ll take it!

No Clothes to Donate?

Dress for Success Billings 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 Billings is truly an investment in a woman’s future and the suit is just the beginning of how they help 500 women succeed in work and in life each year.

Monetary contributions are 100% tax deductible. Checks can be made payable to:
Dress for Success Billings at 6708 Rimrock Rd. Billings, Mt. 59106

If you would like more information on Dress for Success Billings please visit billings.dressforsuccess.org

If you have any questions, please call 406-256-7304

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 Billings 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 Billings 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 Billings, please visit billings.dressforsuccess.org.

Thanks again for a job well done!

[Your name]

Sample Flyer

DRESS FOR SUCCESS®
BILLINGS

Going Places. Going Strong.

Dress for Success Billings Clothing Drive

Date:

Time:

Location:

Contact:

Dress for Success Billings 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 Billings 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>EMAIL</th>
<th>SUITS</th>
<th>SEPARATES</th>
<th>SHOES</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/11</td>
<td>Jane Doe</td>
<td>555 Worth Street</td>
<td>1A</td>
<td>New York</td>
<td>NY</td>
<td>10000</td>
<td></td>
<td>8</td>
<td>20</td>
<td>6</td>
<td>4</td>
</tr>
</tbody>
</table>

- "Separates" include jackets, skirts, slacks, dresses and blouses

COMPANY NAME ______________________________

PAGE ____ OF ____
• "Other" includes purses, coats and accessories
• If you think your donation is worth $5,000 or more, you will need to have it appraised by a professional before we can accept it.