



# WHEAT'S CLOTHES SILO

CLOTHING & ACCESSORY DRIVE  
Information Kit

**A major program of WHEAT, ending hunger through  
education, advocacy & training.**

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## **WHEAT's Clothes Silo** **Women's Clothing and Accessory Drive** **Program Overview**

### **What is WHEAT and its Clothes Silo?**

The World Hunger Education, Advocacy & Training organization (WHEAT) Educates, Advocates, Motivates and Empowers individuals to action in the fight against hunger. Since 1979, WHEAT has provided the tools and resources to participate in positive ways to end hunger so that those living in poverty might become self sustaining.

In 1985, WHEAT founded the Clothes Silo, a major program serving a vital need in our community by providing that "something extra" for women who are looking to be gainfully employed. The services provided by WHEAT's Clothes Silo help economically disadvantaged women acquire jobs, succeed in the workplace, build careers and achieve the ultimate goal of an improved quality of life for their children and families. Our programs, services and dedicated volunteers and staff provide job-appropriate attire, mentoring and management training empowering the women toward economic self-sufficiency.

### ***We are Women Helping Women Succeed!***

WHEAT's Clothes Silo serves over 7,000 women in Arizona, annually, referred from 119 statewide social service and job-readiness training agencies. WHEAT is a 501c3 non-profit organization and all donations are fully tax-deductible as allowed by Arizona state law and the Internal Revenue Service.

### **Why Do They Need Clothing?**

Appropriate attire is essential for succeeding in an interview and acquiring a job, but most economically disadvantaged women can't afford appropriate clothing; without the clothes, they can't get a decent job. WHEAT's Clothes Silo solves this problem by providing a personal shopper to each client in our boutique, filled with women's apparel. Each client is welcomed to WHEAT's Clothes Silo by our cadre of volunteers as she prepares for a job interview that can change the course of her life. Our volunteers and staff gently guide the client through the clothing selection process, making recommendations and nurturing her self-esteem. Clients are given one complete outfit of business attire for the job interview or their first day on the job. Many women walk out the door of WHEAT's Clothes Silo on a cloud – amazed and overjoyed at their own reflection in the mirror.

### **What is a Women's Clothing and Accessory Drive?**

A Women's Clothing and Accessory Drive at your company, organization or group demonstrates how individual donations from multiple individuals can collectively have a tremendous impact on the lives of economically disadvantaged women as they strive for self-sufficiency. A Women's Clothing and Accessory Drive is a one (or more)



## **WHEAT's Clothes Silo** **Women's Clothing and Accessory Drive** **Program Overview** continued

day event in your company, organization or group that offers individuals the opportunity to contribute to this worthwhile cause. The drive is easy to organize, fun to implement, and personally rewarding to everyone involved.

**The Women's Clothing and Accessory Drive also emphasizes quality:** choose a gently used or new items from your closet – don't worry about wrinkles, we can take care of that! WE also can take off-season clothing, so coats donated during the summer is okay. Our client's boutique experience is designed to instill confidence and self-esteem, and it all starts with the quality of the donated clothing. The need is great and WHEAT's Clothes Silo's resources are stretched to the limit. To help us serve women with special needs and fill gaps in our boutique inventory, we also gratefully accept cash donations from individual employees and companies sponsoring Women's Clothing and Accessory Drive s. Every dollar helps. For example, \$10 will buy hosiery for two women, \$30 will provide a complete outfit, and \$60 will provide an interchangeable week's wardrobe, \$500 will sponsor a rack of clothing at our boutique.

**Women's Clothing and Accessory Drive s also focus on urgently needed accessory items:** new, unopened hosiery (large sizes are urgently needed), costume jewelry, new and unopened lingerie items, shoes and purses. All of these items contribute to our client's self-esteem and workplace preparedness.

### **How Can You Sponsor a Women's Clothing and Accessory Drive?**

Women's Clothing and Accessory Drive kits are available upon request from WHEAT's Clothes Silo

The kit includes:

- Guidelines for organizing your Women's Clothing and Accessory Drive
- Planning checklist
- Suggestions and templates for internal promotion
- Tips for the day of the drive (including sign in sheets, tax receipt information, etc.)
- Instructions for coordinating your efforts with WHEAT's Clothes Silo
- And More

### **Contact information:**

WHEAT Office

Ph. 602.955.5076

Email: [wheat@HungerHurts.org](mailto:wheat@HungerHurts.org)

[www.HungerHurts.org](http://www.HungerHurts.org)



## WHEAT's Clothes Silo Women's Clothing and Accessory Drive Kit

**Thank you** for requesting a “**Women's Clothing and Accessory Drive Kit**” for WHEAT's Clothes Silo. We appreciate your interest in WHEAT's major program, The Clothes Silo that provides free professional clothing and job training for women who are working toward self sufficiency through the dignity of work. Your efforts will help us empower low income women in the Phoenix Metro area to gain employment and improve the quality of life for the children and families.

The materials in this kit refer to a **Traditional “Women's Clothing and Accessory Drive,”** an event that collects ready-to-wear, current style, business appropriate women's clothing. However, we welcome your ideas **for other types of drives** that will help our clients prepare for their interview and the workplace. In particular, you can help address inventory shortages with specialized events, such as:

- ❖ **Jewelry and Accessory Drive:** new or excellent condition costume jewelry (earrings, bracelets, necklace, watches, brooches), scarves, belts
- ❖ **Shoes and Purse Drive:** New or great condition purses, briefcases, totes-and **new or great condition** shoes (including casual shoes, sneakers or sandals)
- ❖ **Lingerie Drive:** New hosiery, underwear, bras and slips are always welcome in ALL sizes.
- ❖ Of course any combination of these examples can be combined into a single event. We welcome your suggestions!

Please fill out the following **Women's Clothing and Accessory Drive Request Form**. This will help us schedule the volunteers, time and space to sort and inventory you donations. **Please do not begin planning your drive until we have agreed on a mutually convenient time-frame.** I will confirm your date upon receipt of the **Women's Clothing and Accessory Drive Request Form**.



## WHEAT's Clothes Silo Women's Clothing and Accessory Drive Request Form

1. Type of drive: \_\_\_\_\_
2. Preferred date: \_\_\_\_\_
3. Drive Location: Organization name and mailing address:  
\_\_\_\_\_  
\_\_\_\_\_
3. Primary contact person: \_\_\_\_\_
4. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Approximately how many individuals will participate in the drive? \_\_\_\_\_
7. Will you be able to deliver the donation to us? Yes No  
*No vehicles are available for regular pickup. Your donors are welcome to drop off their clothing to us.*
8. Individual donor tax receipts will be created from the event sign in sheet provided in this folder. Specify your preference for delivery:  
 Deliver all tax receipts to you       Mail directly to individual donors
9. The WHEAT's Clothes Silo *Lingerie Fund* offers a way for individuals to supplement their clothing donation or participate in the drive if they do not have clothing to donate. This fund helps us address an urgent need for undergarments in all sizes. Will you include a *Lingerie Fund* appeal in your Women's Clothing and Accessory Drive (checks payable to WHEAT's Clothes Silo)?  
 Yes, on a corporate/organization basis (suggested donation is \$500)  
 Yes, on an individual basis (suggested donation is \$5.00 per employee)  
 Yes, on a corporate/organization matching basis  
 Uncertain at this time  
 No

**Fax this form to WHEAT at 602.955.5290 or send your responses in an email to [wheat@HungerHurts.org](mailto:wheat@HungerHurts.org)**

Please feel free to contact us with any or questions or to request additional support or materials. We look forward to speaking with you soon. **Thank you** for your thoughtful consideration of WHEAT's Clothes Silo.



## WHEAT's Clothes Silo Women's Clothing and Accessory Drive Checklist

- **Obtain the necessary approval, from your company, to conduct a Women's Clothing and Accessory Drive.** You may need to contact your human resources, community or public relations department: the approval process may vary from company to company, but these are good places to start!
- **Identify the dates of your drive.** Give yourself enough advance lead time to successfully market your Women's Clothing and Accessory Drive campaign and to recruit internal volunteers to help you run your drive (typically one month, at the minimum, before your drive kick-off). Pick one or two days to collect clothes; fill out and submit the Women's Clothing and Accessory Drive Request Form. **WHEAT's Clothes Silo** will then contact you **to** schedule mutually convenient Women's Clothing and Accessory Drive day(s).
- **Determine what type of budget you might need and who will provide the internal funding.** Typical costs may include, but are not limited to, posters and balloons to decorate your drop off site, food and/or beverages for donors, a raffle prize to encourage donations and moving services for your donated business-appropriate clothing.
- **Don't run a Women's Clothing and Accessory Drive alone!** Tap into co-workers who you think are interested in the drive and ask them to help. Working with other volunteers generates fun and enthusiasm and you'll appreciate the extra help with task such as advance promotion, collecting the clothing and logging donor names and address for tax receipts.
- **Pick a time and place for employees to drop off their donated items.** Work with your human resources or office services department to identify a room that can hold the donated items for several days and that you can lock at night. When choosing a drop off time, pick a time that is mutually convenient for you and your donors. Early morning (8:30 a.m.-10:00 a.m.) or lunch time (12:00 p.m.-2:00 p.m.) hours often work best. **OR YOU CAN HAVE YOUR FOLKS DROP OFF DIRECTLY TO WHEAT, TUES THROUGH SAT, 10 AM TO 2 PM.** If your donors drop off their clothing to WHEAT, we will provide the receipt at that time; no need for you to provide it.
- **Obtain the appropriate moving and insurance-related papers for your building and movers.** Contact your office services department or property manager for specific information.
- **Give your security department plenty of advance notice before the movers come to pick your donations.** No surprises are good surprises. Reserve freight elevator time to the movers; try to allow for extra time in case the movers are late.



## WHEAT's Clothes Silo Women's Clothing and Accessory Drive Checklist continued

- **Develop a plan to promote your Women's Clothing and Accessory Drive internally.** Many companies find that email announcements, poster and flyers are effective communication tools. It might be helpful to provide background information about WHEAT's Clothes Silo. It is very important to accurately describe our purpose and mission-to ensure that you collect ***only gently used and new attire.***
- **Lingerie Fund.** We would love you to generate the enthusiasm for our **Lingerie Fund** that allows WHEAT's Clothes Silo to purchase urgently needed new, undergarments. The Lingerie Fund allows individuals to participate in your drive when they may not have attire to contribute-and a \$5.00 donation will have a meaningful impact.
- **Email Promotion.** After securing the day(s) of your drive with WHEAT's Clothes Silo and finalizing your Women's Clothing and Accessory Drive logistics, you are ready to send your e-mail to all the employees in your office. Consider sending the first e-mail on a Monday, 1-3 weeks before the drive, with reminders each week leading up to the event. Sample e-mail messages are found in this packet.
- **Schedule your in-house volunteers to staff your donation site.** Volunteers will accept donated items and ensure that all donors provide their names and addresses on the donations sign in sheet (copy enclosed in this packet). *Donors must provide this information in order to receive tax receipts. We respect your privacy and will not release these names to any outside organization. If your donors drop off their clothing to us, we will provide the receipt at that time.*
- **Finalize the donation drop-off date, time and place with WHEAT's Clothes Silo.** Doing so will ensure that a WHEAT's Clothes Silo representative will be available to accept your items, and that volunteers are scheduled to sort and incorporate the donations into inventory at WHEAT's Clothes Silo boutique.
- **Make a copy of the donation sign in sheets and *fax or mail* the originals to your WHEAT's Clothes Silo Women's Clothing and Accessory Drive representative (or deliver originals with your donations).** WHEAT's Clothes Silo will use these sheets to print and mail tax receipts for your participants. Based on the stated preference on your Women's Clothing and Accessory Drive information sheet, the tax receipts will either be sent to you or to each employee.
- **Send a follow up e-mail to thank your employees for their participation.** You may want to tell them how many people participated and how many items you sent our worthy cause!



## **WHEAT's Clothes Silo** **Women's Clothing and Accessory Drive** **Donation Guidelines**

WHEAT's Clothes Silo provides free professional clothing to women returning to or just entering the workforce for the interview or their first day of work, along with job training and mentoring. **We are Women Helping Women Succeed!** Your donations contribute to the enhanced self-esteem and professional appearance of WHEAT's Clothes Silo clients as they enter the workforce.

Please note the following important guidelines for donations – all should be new or very gently used:

- **Gently Used and New Women's clothing, particularly large sizes**
- **New or Very Gently Used women's shoes**
- **New, unopened hosiery**
- **New, unopened undergarments – bras, underwear, slips**
- **Costume jewelry**
- **Purses, in good to excellent condition**
- **Briefcases, in good to excellent condition**
- **Cash donations** are gratefully accepted, as we frequently must purchase items to address needs for blouses, accessories, and clothing in special sizes (check payable to WHEAT's Clothes Silo).

Sorry, but WHEAT's Clothes Silo CANNOT accept:

- **Used hosiery, undergarments, socks**
- **Used cosmetics**
- **Children's clothing or toys**
- **House wares or furniture**

We **can** accept off season clothing. Storage USA donates storage space to us! Your clothing may be donated on hangers, in bags or boxes. We are NOT able to pick up; donations may be dropped Off Tuesday through Saturday, 10 am to 2 pm. If it is an exceptionally large donation, please call us first, so that we can be prepared (602/955.5076 or 602/264.2262).

**Thank you for your support!**



**WHEAT's Clothes Silo**  
**Women's Clothing and Accessory Drive**  
**Sample Announcement Email**

***Subject: Women's Clothing and Accessory Drive to Benefit Local Women through WHEAT's Clothes Silo***

Just one outfit from your closet can help launch a career for deserving women in need. You can make a difference, now!

On {INSERT DATE}, {INSERT COMPANY NAME} will host a Women's Clothing and Accessory Drive to benefit WHEAT's Clothes Silo, a major program of WHEAT, an Arizona-based non-profit organization. The Clothes Silo provides free professional clothing, job training and mentoring programs to women in need seeking economic self-sufficiency through the dignity of work. All donations are tax deductible.

WHEAT's Clothes Silo can accept gently used and new clothing for women. If you would feel comfortable wearing the clothing, then a deserving Clothes Silo client would welcome the donation. They also appreciate the donation of new (unopened, original packaging) hosiery and undergarments, in all sizes.

Trained WHEAT's Clothes Silo volunteers provide service as personal shoppers in The Silo boutique. Clients are referred to WHEAT's Clothes Silo from 116 social service agencies and job-readiness programs throughout the state. Your support will help ensure that WHEAT's Clothes Silo is able to continue to serve women as they work toward a success that helps themselves and their families.

Women's Clothing donations can be dropped off at {COLLECTION LOCATION} on {DATES AND HOURS}. Tax deductible donation receipts will be provided.

For further information about WHEAT and its Clothes Silo, see [www.HungerHurts.org](http://www.HungerHurts.org). Please contact me if you have any questions. Thank you for your support!

{CONTACT PERSON'S NAME AND EMAIL}



**WHEAT's Clothes Silo**  
**Women's Clothing and Accessory Drive**  
**SAMPLE Reminder Email:**

***Subject: Reminder – WHEAT's Clothes Silo Women's Clothing and Accessory Drive***

A reminder for all employees that {INSERT COMPANY NAME} Women's Clothing and Accessory Drive for WHEAT's Clothes Silo is happening this week!

Please bring your donation of women's attire and accessories to {COLLECTION LOCATION} on {DATES AND HOURS}. Donations are tax deductible and donation receipts will be provided.

If you or someone you know would like to help women in need in the Phoenix Metro area, enter the job force and build new, rewarding careers, please select women's clothing from your closet and donate it to this worthy cause. WHEAT's Clothes Silo can accept women's clothing, in boxes, bags or on hangers.

Cash donations of any amount are gratefully accepted to purchase urgently needed undergarments, accessories and special sizes (checks payable to "WHEAT's Clothes Silo). Thank you again for your support. Your donation will help a deserving low income woman succeed in a job interview that can change the course of her life.

**WHEAT's Clothes Silo**  
**Women's Clothing and Accessory Drive**  
**SAMPLE Follow-up: "Thank-you" email:**

***Subject: Job Well Done!***

Congratulations! Thanks to your interest and support, over {INSERT NUMBER} items of business attire were donated to WHEAT's Clothes Silo from {Number of Employees} at {COMPANY NAME}.

Thanks to your generosity, WHEAT's Clothes Silo is better equipped to serve low income women as they enter the workforce, build careers and improve the quality of life for their children and families.

If you are interested in learning more about the WHEAT's Clothes Silo or volunteer opportunities, please contact the WHEAT office at 602.955.5076 or [wheat@HungerHurts.org](mailto:wheat@HungerHurts.org)  
**Thank you again for a job well done!**



Logos for Use with Promotion of  
**WHEAT's Clothes Silo**  
**Women's Clothing and Accessory Drive**

Clothes Silo Logo:



WHEAT Organization's Logo:





**Women's Clothing and Accessory Drive DONATION  
SIGN IN SHEET FOR TAX RECEIPTS**

Please print clearly. Thank you!

DONOR NAME	STREET ADDRESS	CITY	ZIP CODE	Do Not Add Me Mailing List (X)

**Make additional copies of blank sign in sheet as necessary. After your drive, deliver the completed sheets with your donations, or fax to 602.955.5290 or mail to WHEAT's Clothes Silo 4000 N 7<sup>th</sup> St, Ste 118 Phoenix, AZ 85014  
Tax receipts will be mailed to individual donors or to the contact person, as requested.**