



## **Clothing Donation Guidelines**

Thank you for your interest in donating work clothing to Fitted for Work. To help our volunteers assist our clients by offering a premium dressing service, please follow the guidelines below.

The golden rule is...if you wouldn't wear it to work today, our clients wouldn't either.

A nice idea... why not consider placing a little note of encouragement to the woman who will be wearing your suit to a job interview in the pocket of one or more of your suits?

For our outfitting service we welcome business suits, pants, jackets, skirts, dresses, blouses, tops and work-appropriate shoes (pumps, flats, boots, and court shoes), handbags and accessories no more than 5 years old.

- Items should be fashionable, almost new and of good quality. This makes our clients look good and feel good so they can put their best foot forward at interviews.
- Clothes should be freshly cleaned or laundered and ironed as many clients go straight to interviews or work from our office.
- Please fold donated items neatly and pack them in bags or boxes that one person could carry with a weight of no more than 5kgs per box or bag.
- Please ensure zips are working, all buttons are intact and that there are no rips or holes.
- Shoes should be almost as new, polished and odour-free.
- Handbags should be clean, polished and all contents removed.

Clothes can be delivered to our locations at Melbourne and Parramatta during offices hours as specified here

If you're an individual dropping off clothes of no more than about 20kgs there is no need to call ahead, just pop in with the clothes at any of the above locations during the specified times.

If you've conducted a clothing drive at your place of work and have a large amount of clothing to deliver, please call ahead at the location you wish to drop the clothes off so that we can arrange staff and volunteers to help.

We also accept the following new, unused and unopened items; stockings, leggings, makeup, skincare, deodorants, hand creams, brushes and applicators.

We only accept underwear that is unworn with tags still attached.

We thank you very much for assisting us with providing quality, work-appropriate clothing. It is of great assistance to our staff and volunteers and helps us ensure that we deliver a top quality service to our clients. For more information on how to make a donation of clothing, contact the Program Managers in each of our sites.

For more information on Fitted for Work and our services visit our website at [www.fittedforwork.org](http://www.fittedforwork.org)



## **About Fitted for Work**

Fitted for Work is a not-for-profit volunteer-based service that assists long-term unemployed and disadvantaged women obtain work and ultimately achieve self-sufficiency.

The concept is simple: trained volunteers provide donated corporate clothing, interview preparation and support to disadvantaged and unemployed women.

Established in July 2005, Fitted for Work has assisted over 21,000 women by providing them with a free outfit and helping them develop their presentation and interview skills. Fitted for Work also provides access to mentors and programs aimed at keeping employment once it has been gained.

## **About the clothes**

Fitted for Work provides clients with a complete 'personal shopping' experience in our boutique. Our aim is to dress women in an entire outfit that is fashionable, suitable for interview and carefully co-ordinated to make clients look and feel good about themselves. To ensure that the outfit meets this aim donated clothing and accessories must be of a high standard and clean.

## **Our suggestions for conducting a Clothing Drive**

1. Contact Fitted for Work to:
  - a) Agree the date of the proposed drive;
  - b) Agree delivery details re the donated clothing; and
  - c) Obtain any advertising / marketing material to support the Drive.
  
2. Advertise the upcoming Drive at least one week prior to commencement and, where possible, use a variety of mediums (e.g. email, flyers and posters). Perhaps encourage men in your organisation to source donations from female friends/family members and/or encourage them to purchase small items such as pantyhose, appropriate handbags, scarves or make-up.
  
3. Nominate a drop-off point in your organisation (room or contact person) for donations.
  
4. Depending on the size of your organisation and the anticipated donations, arrange for several tables to be available so that clothes, shoes and accessories can be separated.
  
5. At the completion of the Drive place donated items in boxes.
  
6. Deliver items to Fitted for Work.