

Donation Drive Overview

Thank you for choosing Suited for Success / Dress for Success Miami as the beneficiary of your upcoming Donation Drive! We truly appreciate your efforts to help sustain our programs and fulfill our mission.

Please review our Donation Drive Policies and Procedures and complete the Donation Drive Information Form enclosed. Please note:

- Suited for Success / Dress for Success Miami requires a \$1000 fully tax-deductible donation with any donation drive.
 - This donation helps cover the costs of processing the donated items, as well as running our training, career center, and post-employment programs.
 - This donation can be made via check (to “Suited for Success”) or a donation on our website at www.suitedforsuccess.org.
 - Our logo is one of our most valuable assets. All materials bearing our logo must be submitted for review and approval before distribution.
- Suited for Success / Dress for Success Miami cannot offer transportation for donations.

Below is a brief checklist to help begin preparing for your drive.

- **Review Suited for Success / Dress for Success Miami criteria and obtain the necessary approval from your company to conduct a donation drive.**
- **Identify the dates and location of your drive.**
- **Determine what type of budget and resources you will need and who will provide the internal funding.** Typical costs may include, but are not limited to, posters, collection receptacles, and transportation arrangements.
- **Ensure donation log and Suited for Success / Dress for Success Miami collateral have been received.** We will send all collateral once we receive your completed information form and donation.
- **Determine how you will market your donation drive.** Educating staff about the donation drive and Suited for Success / Dress for Success Miami will help boost donation numbers.
- **Arrange to transport or mail items to Suited for Success / Dress for Success Miami.** Contact us at 305-444-1944 to ensure our staff will be available to accept your items at our offices.

Policies and Procedures for Donation Drive Events

Donor Responsibilities

- Donors will follow Suited for Success / Dress for Success Miami requirements of clothing and accessories accepted (see next page).
- Event organizer will coordinate drop off date/time of donations with the Office Manager (lyllette@suitedforsuccess.org).
- All donation logs and any individual donor's financial donations shall be sent to Suited for Success / Dress for Success Miami immediately following the donation drive.

Suited for Success / Dress for Success Miami Restrictions

- Suited for Success / Dress for Success Miami cannot pick up donations.
- Suited for Success / Dress for Success Miami cannot provide donation bins.
- Suited for Success / Dress for Success Miami is not responsible for promotion of event.
- Suited for Success / Dress for Success Miami cannot solicit sponsors/attendees for event.

Financial Guidelines

- **Suited for Success / Dress for Success Miami requires a minimum financial donation of \$1,000** to cover costs of storage space and staff time. This donation also supports our other career development programs, such as our employment skills training and Vets for Success.
- Suited for Success / Dress for Success Miami asks hosts to include the opportunity for employees and donors to make a financial contribution through direct monetary donation or inclusion of raffle with the drive.
- Suited for Success / Dress for Success Miami will **not** be responsible for any expenses or payments related to the event.
- All checks shall be payable to Suited for Success.

Promotion and Logo Usage

- Suited for Success / Dress for Success Miami can provide the logo in .jpg format to the event organizer upon request.
- **The Suited for Success / Dress for Success Miami logo may not be altered in any way.**
- Suited for Success / Dress for Success Miami shall review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, e-mails, letters, and flyers.
- All donation drive events must be promoted or conducted in a manner to avoid the appearance that Suited for Success / Dress for Success Miami is endorsing any product, firm, organization, or service.
- All promotion of the event must clearly state that the event is not hosted by Suited for Success / Dress for Success Miami.

Thank you so much for your support and for making a difference in the lives of our clients.

Professional Attire Guidelines

	Accept	Do Not Accept
Suits and Dresses	<ul style="list-style-type: none"> • Pant suits in all sizes (men and women) • Skirt suits in all sizes • Office-appropriate dresses (knee length, no thin straps) in all sizes • High demand: large sizes (16 +) 	<ul style="list-style-type: none"> • Casual suits • Evening suits • Stained suits • Suits in need of mending • Outdated suits • Heavy or winter wool suits • White suits • Evening and cocktail dresses • Casual dresses
Tops	<ul style="list-style-type: none"> • Career-appropriate • Shells • Short-sleeved • Long-sleeved • Light cardigans • All sizes for men and women • Long-sleeve button cuff shirts for men • Polo shirts for men 	<ul style="list-style-type: none"> • Casual blouses • T-shirts • Sweaters • Vests • Attire with company specific logos
Bottoms	<ul style="list-style-type: none"> • Slacks for men and women • Knee-length skirts • High demand: small sizes for men (waist 34 and under) • High demand: large sizes (women 16+) 	<ul style="list-style-type: none"> • Jeans • Leggings/tight pants • Shorts • Skirts that are above the knee
Shoes	<ul style="list-style-type: none"> • Career-appropriate • Closed-toe • Neutral colors • High demand: women's flats • High demand: men's shoes of all sizes 	<ul style="list-style-type: none"> • Sandals • Tennis shoes • Mules • Open-toe shoes • Heels higher than 3"
Handbags	<ul style="list-style-type: none"> • Career-appropriate • Basic colors 	<ul style="list-style-type: none"> • Casual handbags • Clutches • Evening bags
Accessories	<ul style="list-style-type: none"> • Scarves • Office-appropriate jewelry • New, unopened hosiery and bras in basic colors • High demand: belts for men 	<ul style="list-style-type: none"> • Outerwear/winter scarves • Evening jewelry (large and bling-y)
Other	<ul style="list-style-type: none"> • New, unopened cosmetics • New, unopened socks for men 	

Donation Drive Event Information Form

Please complete the information form below and send to sj@suitedforsuccess.org.
 Upon receipt, we will send you a donation log in order to execute your drive.

Thank you so much for your support!

Company/Organization:	
Contact Name:	
Address:	
Phone:	Email:
DONATION DRIVE INFORMATION	
Drive date(s):	Approx. number of donors:
How is your company making your financial donation? <input type="checkbox"/> Check <input type="checkbox"/> Website Donation	
Will you be requesting our logo? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your company fundraising additionally with your employees? This can be a raffle or a direct donation asked and is not required.	
Will your company be able to deliver the donations to our offices during our business hours? <input type="checkbox"/> Yes <input type="checkbox"/> No ** Please note that we are unable to pick up donations. **	
Names/titles of those authorizing drive (for a thank you letter):	
Please initial below: _____ I have read and agree to the Policies and Procedures for Donation Drive Events	