

# SMART WORKS

## HOW TO RUN A DONATION DRIVE

You can help transform women's lives by arranging a donation drive at your place of work on behalf of Smart Works. Every suit, jacket, coat, skirt, trousers, top, handbag, pair of shoes or accessory you donate will help another woman to succeed in her interview and take control of her life.

### To host a donation drive, please follow these steps:

#### STEP 1

- Target a specific time (for example an event, a week or three day period) during which people can bring their donations to the office. Once you have chosen a date please contact Smart Works to let us know the details.

#### STEP 2

- At least one month before the donation drive, inform everyone about Smart Works and our mission and direct them to our website [www.smartworks.org.uk](http://www.smartworks.org.uk) to find out more about us.
- A week before the donation drive think about holding a "Smart Works Lunch" where colleagues can gather and watch the Smart Works video <http://www.smartworks.org.uk/smart-works-dvd>



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## STEP 2 Continued.....

- Encourage your colleagues to clean out their wardrobes and collect unwanted garments, shoes and handbags. Clothes have to be suitable to wear to a job interview, and all donations should be clean, in good condition, and ready to wear. Men can also become involved by asking partners and female friends and relatives to contribute.
- Publicise the donation drive by sending an email, putting an article in your internal newsletter, and placing posters in prominent locations around the office.

## STEP 3

- During the week of the donation drive arrange to have available a designated space or office with an empty coat rack, boxes or bags to collect clothing and accessory donations.

## STEP 4

- On completion of the donation drive, please let Smart Works know when to expect the delivery to arrive. As a small charity we don't have the resources to pick up donations. We rely on your generosity to deliver or courier the clothing to us. We are open to receive donation deliveries Mon – Fri between 10.00am and 4.00pm



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## **Guidelines for donations:**

Many of our clients leave our offices to go directly to their interview, so we need all donated clothes to be in good condition, clean and ready to wear.

### **All items should be:**

- Freshly dry-cleaned or laundered and ironed
- Preferably no more than two to three years old
- Good quality

### **We accept the following items of women's clothing:**

- Business suits
- Skirts and trousers
- Dresses
- Tops and blouses
- Handbags & Shoes
- Jackets & Coats
- New tights & New Toiletries
- Accessories (scarves, Belts, Necklaces etc)
- New Make-up

All clothing should be appropriate for interviews and the workplace. We particularly welcome donations in larger sizes as these are always in short supply.

thank you!

**Your donation will help another woman succeed  
Thank you so much for your support**