

How to run a Suit Drive

You can make a difference

You can make a difference to other women's lives by arranging a suit 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 suit 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. Try to avoid times of the year when people are more likely to be on holiday or busy with other things, such as summer holidays, staff days, Christmas etc.
- Once you have chosen a date please contact Smart Works to let us know the details.

STEP 2

- At least one month before the suit drive inform everyone about Smart Works and our mission, perhaps by sending them the link to our website www.smartworks.org.uk
- 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 suit 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 suit 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 suit 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.

Guidelines for donations:

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

All items must be:

- Freshly dry-cleaned or laundered and ironed
- No more than two to three years old

We accept the following items of women's clothing:

- Business suits
- Skirts and trousers
- Dresses
- Tops and blouses
- Handbags
- Shoes
- Jackets
- Coats
- New tights and nearly new bras
- Accessories

All clothing must be appropriate for interviews and the workplace. We particularly welcome donations in sizes 6 and 16+ as these are always in short supply.

Your donation will help another woman succeed!

Thank you for your support

For further information please call: 0131 516 7787 or email: edinburgh@smartworks.org.uk
Our office is open Monday – Friday 9:30am to 5pm