

SMART WORKS

HOW TO RUN A CLOTHING DRIVE

You can help transform 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. 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, publicise the date of the event together with information about Smart Works and direct them to our website www.smartworks.org.uk to find out more about our work
- A week before the suit 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>
- Encourage your colleagues to clean out their wardrobes and collect unwanted, gently worn garments, shoes, handbags and accessories. All donated items must 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 their partners, 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 archive boxes or large bags to collect all donations. Due to space restrictions in our stock rooms please avoid using “hanging garment boxes” – plastic bags really are perfect.

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 dressing room to go directly to their interview, so all donated items must be:

- In good condition, clean and ready to wear
- Freshly dry-cleaned or laundered **and** ironed where possible
- Ideally no more than two to three years old

We accept the following donated items:

- Business suits
- Skirts and trousers
- Dresses
- Tops and blouses
- Handbags
- Shoes
- Jackets
- Coats
- New tights and new bras
- Accessories
- Unloved party wear / gifts
- New, unopened cosmetics & make-up, skincare, body and hair products
- Shopping bags

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