RUNNING A CLOTHING DRIVE

THE COMPLETE GUIDE

MESSAGE FROM OUR CHIEF EXECUTIVE

Thank you for choosing Smart Works.

Our mission is to help unemployed women regain the confidence they need to succeed at job interviews, return to employment and transform their lives.

Our service harnesses the transformative power of clothes and confidence. When quality clothing is donated to us, it helps us to change the trajectory of another woman's story.

Thanks to your donations, every woman who walks through our doors knows that another woman cares about her and has invested in her future.

Kate Stephens

"IT'S NOT JUST ABOUT DONATING YOUR CLOTHES AND SEEING WHERE THEY LAND, IT IS ABOUT BEING PART OF EACH OTHERS SUCCESS STORIES AS WOMEN"

— HRH Duchess of Sussex, Royal Patron

OUR WARDROBE PHILOSOPHY

Dear Smartworks,

I recently took this bag to an interview for my dream job – and I got it!

Now I've been doing the job for a couple of weeks and am settling in, I think it's time to pass it on to someone else. Hopefully it can bring them the same good luck!

Make sure it goes to a good home :)

OUR WARDROBE GUIDELINES

That one, quality, special item of clothing is far more empowering to our clients than an assortment of poor quality clothing. Unfortunately we can't use anything with holes, rips or stains, tired looking items with bobbles or signs of over-washing, items with an odour, casual clothing, jeans, leggings, sportswear, menswear or fast or poor quality fashion.

We love anything you **would** wear yourself to an interview including:

- Shoes
- Bags
- Dresses
- Skirts
- Trousers
- Blazers
- Outerwear
- Jewellery
- Accessories
- Scarves

CLOTHING DRIVE IN A NUTSHELL

DECIDE **WHEN YOUR DRIVE WILL BE**

LAUNCH **YOUR DRIVE, SHARE OUR WARDROBE PHILOSOPHY, PLAY OUR AWARD-WINNING VIDEO AND SHARE SOME INSPIRING WORDS TO ACCOMPANY YOUR DONATION**

COLLECT **THE CLOTHING**

SEND **THE CLOTHING TO US SO THAT WE CAN DO THE REST!**

CHECK LIST

- [ ] Pick a location and date for your drive and circulate the information to your company. Our supporters have run clothing collections for one day, a week, or even a month.
- [ ] Print our clothing drive poster (page 11-14) to spread awareness about the event.
- [ ] Send an email round with the relevant donation information, organise a team meeting or coffee morning ahead of the event, play our award winning video to help inspire your team and share your own stories of items of clothing you intend to donate that have given you the confidence to succeed in critical moments in your life.
- [ ] Set up your collection area with deposit boxes or rails and decorate with the Smart Works posters.
- [ ] Display the inspiration notes (page 10) near the collection boxes to encourage your colleagues to leave messages of support that we can pass on to our clients as they are dressed and coached ahead of their interview.
- [ ] Email edinburgh@smartworks.org.uk to let us know when you intend to deliver the collection. We need to know at least two days in advance. Please include the donation form (page 9) with your delivery. Full address is Smart Works Edinburgh 32 Annandale Street Lane EH7 4LS.

INFORMATION & RESOURCES

ALL THE INFORMATION AND RESOURCES YOU NEED TO SUCCEED

1 A LIST OF ACCEPTABLE DONATIONS TO BE CIRCULATED TO COLLEAGUES

2 RETURN FORMS THAT NEED TO ACCOMPANY YOUR CLOTHING

3 MESSAGES OF SUPPORT FOR OUR CLIENTS THAT YOU CAN RETURN TO US WITH YOUR CLOTHING

4 A SELECTION OF POSTERS TO PROMOTE YOUR DRIVE

DONATION GUIDELINES

- SHOES
- BAGS
- DRESSES
- SKIRTS
- TROUSERS
- BLAZERS
- OUTERWEAR
- JEWELLERY
- ACCESSORIES
- SCARVES

UNFORTUNATELY WE CAN'T USE ANYTHING WITH HOLES, RIPS OR STAINS, TIRED LOOKING ITEMS WITH BOBBLES OR SIGNS OF OVER-WASHING, ITEMS WITH AN ODOUR, CASUAL CLOTHING, JEANS, LEGGINGS, SPORTSWEAR, MENSWEAR OR FAST OR POOR QUALITY FASHION.

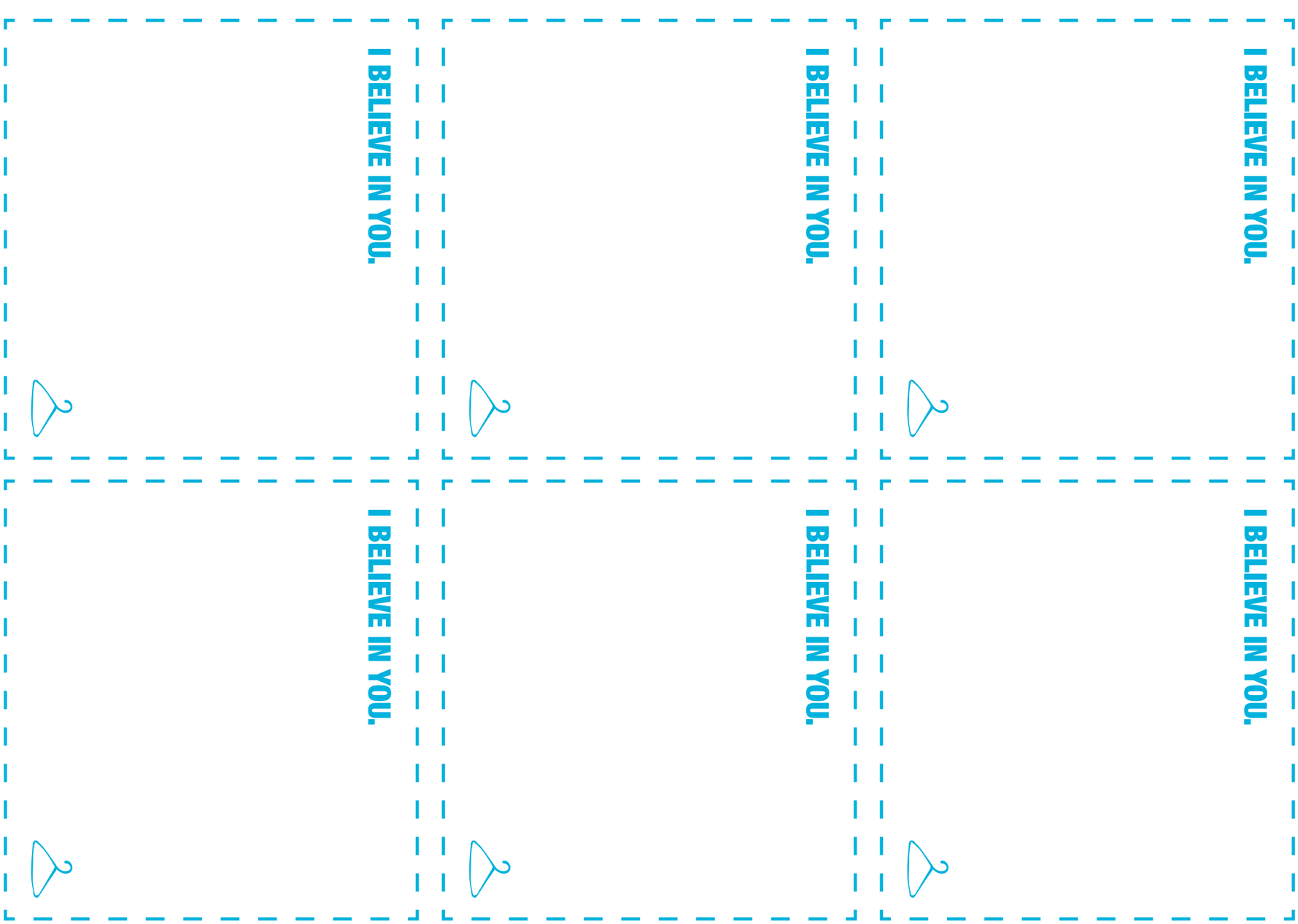
SMART WORKS

Thank you so much for thinking of Smart Works for your donation; any clothes, shoes or accessories we receive make a real difference for women in need.

Please include this form with your donation, so that we can send you a thank you. By completing this form you are also consenting to Smart Works storing your contact details and occasionally contacting you about our work.

Date						
Name						
Email						
Social media handle (if you would like us to thank you on our channels)						
Contents of donation (circle as appropriate)	Clothes	Shoes	Bags	Accessories	Cosmetics	Other

We will apply suitable measures to keep your information secure and use this personal information in accordance with our Privacy Policy (a current version of which is available from a member of staff or on our website http://smartworks.org.uk/privacy/).



SMART WORKS

DONATE YOUR CLOTHES

SMART WORKS IS A CHARITY THAT DRESSES AND COACHES UNEMPLOYED WOMEN IN PREPARATION FOR A JOB INTERVIEW.

BRING ALONG YOUR HIGH QUALITY DONATIONS AND YOU WILL BE HELPING SMART WORKS TO CHANGE THE TRAJECTORY OF ANOTHER WOMAN'S STORY.

DATE: **LOCATION:** **ORGANISER:**

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SMARTWORKS.ORG.UK
@SMARTWORKSCHARITY
CHARITY NUMBER: SC044520