

Clothes Closet

General Information & Resources

General Considerations

- **Summer/winter breaks:**
 - Will you offer service when the school is on a break? Are facilities available?
- **Important relationships to build:**
 - Social services director
 - Counselors
 - Principal
 - Custodian
 - Teachers and others referring students to the closet
 - Office staff
- **Distribution:**
 - Who gets supplies? This can largely be determined by the quantity you have available and the limits the school may have. Here are some ideas:
 - Any student can come a certain number of times a year
 - A teacher or staff member can refer any student
 - Any student on the free or reduced lunch program
 - Any student
 - Any family with school-age children in the district
 - When can supplies be distributed? This is largely determined by your volunteer availability, clothing availability and school rules. Here are some ideas:
 - During school hours
 - After or before school
 - Certain days a week or month
- **Deciding open hours:**
 - Determine student needs:
 - Do students need clothes during school hours? This could be because of gym needs or inappropriate clothing. Could a counselor have access for these times, or will demand be high enough to merit volunteers being available?
 - If the closet is open after school, how do you get supplies to students who are taking a bus home?
 - Determine school needs:
 - Does the school have rules on when students can get supplies? This is a question your school contact can answer.
 - Determine volunteer availability:

- When can you mobilize volunteers? This will determine if you can have availability before, during or after school.
- **Making adjustments for school rules, desires and requests:**
 - As the school sees the potential in what you are offering, they may request more options. It's important to manage that relationship by saying "yes" when you can and knowing your limitations. Every school is different, and every expression of a church–school partnership is different. Keep focused on your mission while being flexible on how to get there, and keep communication flowing.
 - As you implement new strategies, the school may see new liabilities. Treat all school input with respect, and allow it to inform planning. Creative thinking helps here. For instance, if there is a problem with students missing class to access the closet, you could limit availability during class to students who have a pass.
- **Communicating to students:** How will students know that you are there? Here are some ideas to talk through with your school contact:
 - School-wide announcements
 - Teacher/staff referral
 - Counselor referral
 - Letter home to parents (all parents or free/reduced lunch program participants)
 - Word of mouth

Mistakes to Avoid

- **Stocking the student Clothes Closet without considering student fashion:** *Make sure that the inventory is filled with items students would take pride in wearing.*
- **Offering a limited variety of sizes:** *Students, just like the general population, come in all sizes.*
- **Offering unlaundered or tattered clothing:** *Students will feel unvalued if offered dirty or ripped clothing.*
- **Offering used delicate items such as socks, underwear, etc.:** *No one wants to wear someone else's used undergarments; buy new.*

Resources Below

Clothes Donation Processing Sample
 Sample Donation Receipt

CLOTHES DONATION PROCESSING (SAMPLE) From Donation Site to Clothes Closet

Clothes arrive at donation site.



Clothes are sorted by volunteers at the weekly sorting party.



Clothes destined for the Clothes Closet go home with volunteers for laundering.



Clothes deemed inappropriate or inadequate for the Clothes Closet get transported to a Goodwill or Salvation Army donation site.



Laundered clothes get transported to the Clothes Closet.



Clothes are sorted, folded and hung.

Roosevelt High School

**Thank you for your generous donation
in support of Roosevelt High School!**
No goods or services were received in exchange for this donation.
Donated items were not reimbursed.

NAME OF DONOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TYPE OF CONTRIBUTION: _____

DONOR ESTIMATION OF THE FAIR MARKET VALUE OF GOODS:

DESCRIPTION OF GOODS:

ESTIMATED VALUE:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL VALUE: \$ _____

Roosevelt High School Tax ID #: [REDACTED]

For further information, please contact [REDACTED] at (503) [REDACTED]