



Thank you for your interest in sponsoring a clothing drive for Second Chances. We would be thrilled to work with you to make your clothing drive a success.

Please take a look at the tips and information below, and call (617.666.0280) or email (info@secondchances.org) if you have questions or when you are ready to get started.

**Note:** *We have very limited ability to pick up from clothing drives - get in touch before you start if you are interested in a pick-up.*

**Here are some things to consider as you plan your clothing drive:**

**1. Timeframe:** How long will you collect clothing and what dates/times work best? We suggest a two week collection, and giving people about a week's notice before the beginning of your collection period and a reminder five days before the end.

**2. Drop-off location and storage for donations:** Where should people leave their donations? Do you have secure or private storage where clothing will not be in the way of your regular business (like a closet or empty office)?

**3. What to collect:** Our most pressing needs are generally men's clothing and shoes for work and everyday wear as well as larger sizes of women's clothing. However, our clients need the full range of work wear and everyday clothing, so we prefer general clothing drives where participants donate all kinds of clothing, shoes, and accessories they no longer need. We are able to store, recycle, and even sell (wholesale) some of what we cannot use to fund our operations. We do not accept donations of food, household items (with the exception of textiles like sheets, table linens, curtains, and towels), furniture, etc.

**4. Contact person:** Who will be the on-site person for internal questions? Who will be the contact for pick-up or drop-off arrangements when the clothing drive is over? Second Chances will provide a contact for any questions participants have about donations and clothing.

**5. Public vs. private:** Will your clothing drive be open to people outside your organization or to the public (customers, other community members, tenants in your office building)? If you're hosting a public clothing drive, what hours can people access the location?

**6. Fundraising:** Would you consider collecting funding for Second Chances during your clothing drive? This doubles the impact of your efforts by supporting our program in addition to providing clothing for the people we serve. You can collect checks or encourage people use to our secure online donation options.

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**7. Publicity/marketing:** You can download and customize a poster here (Word file):

<http://www.secondchances.org/downloads/ClothingDrivePoster-Customizable.doc>

And, if you send us the dates, hours if applicable, drop-off location, contact person, and whether you want the drive to be private or public, we can create a private or public webpage with the details about your clothing drive. If you are opening your clothing drive to the public we can also email to our mailing list and share information on social media. Here's a sample webpage: <http://www.secondchances.org/clothingDrives/SampleClothingDrive2018.html>

**8. Pick-up or drop-off:** We have very limited ability to pick up from clothing drives, so get in touch before you start if you think you'll want a pick-up. General guidelines are that you must collect at least 350 pounds (that's about 35 medium-sized bags) of clothing and be within 30 minutes of our Cambridge warehouse for us to arrange a pick-up.

If you meet these guidelines, we'll schedule a pick-up a couple of days after the announced end date for the clothing drive to accommodate any last-minute donations. We are generally able to schedule pick-ups on weekdays between 8 a.m. and 3 p.m. We use a contractor for pick-ups.

If you do not meet the guidelines, we appreciate you having a volunteer from your organization drop the clothing you collect at any of our donation locations. You can find the nearest one here: <http://www.secondchances.org/donateclothing.html>

**Thank you** so much for your interest in partnering with us to supporting the people and communities we serve. We look forward to hearing from you and working with you.