

## ADULT CLOTHING REQUEST FORM

Updated February 2024

If your client lives or is sheltered in Cambridge or Somerville and is in need of clothing, shoes, or accessories, please use the form below to request items.

- You can use this fillable PDF form or print and handwrite it.
- **Please use a separate form for each individual in a household.**
- Please request a maximum of ten (10) pieces per client. You can request more in the future.
- **Please send to:** [clothing@secondchances.org](mailto:clothing@secondchances.org)

Date: \_\_\_\_\_

Client name or identifying code: \_\_\_\_\_

*We do not require a name and we understand the need for confidentiality. Please use an identifier that helps us track this clothing request for your client.*

Client is living in / sheltered in (check one):  Cambridge  Somerville  Other: \_\_\_\_\_

Organization / program name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

My signature above certifies that clothing will be distributed to clients who are homeless and/or low-income (below the federal poverty level OR less than 80% of area median income) and living or sheltered in Somerville or Cambridge.

### **Delivery Instructions:**

*Second Chances will arrange delivery Monday – Friday between 9:30am and 5:00pm*

Contact person and title: \_\_\_\_\_

Day(s) and time(s) open for delivery: \_\_\_\_\_

Parking arrangements: \_\_\_\_\_

Street address: \_\_\_\_\_

City/town: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

*For Second Chances use only:*

Date received: \_\_\_\_\_

Date delivered: \_\_\_\_\_

Saved

Entered

**Client Information:**

Please provide information about the client’s situation and anticipated use of the clothing. This information helps us understand your client’s clothing needs. *Information shared is confidential.*

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**Client Preferences:**

Please describe your client’s overall preferences in as much detail as possible. If we don’t have an exact match, we will provide item(s) as close as possible to what you describe.

- Style description: \_\_\_\_\_
- Fit description: \_\_\_\_\_
- Material preferences/aversions: \_\_\_\_\_
- Color and print/solid preferences: \_\_\_\_\_

**Client Demographics:**

In order to comply with our funders’ reporting requirements and to understand our program reach, we’re requesting the following demographic information and sincerely hope you will answer as best you can. *Second Chances will only share this information in the aggregate. If your organization only collects or reports client demographic data in the aggregate, please contact our office for additional guidance.*

Racial/ethnic identity of individual included in this request (please check one):

- Person of color
- White
- Individual declines to state
- Other – please specify: \_\_\_\_\_

Gender identity of individual included in this request (please check one):

- Female
- Male
- Gender-expansive
- Individual declines to state
- Other – please specify: \_\_\_\_\_

Age of individual included in this request: \_\_\_\_\_  Individual declines to state

Check any/all that apply to individual included in this request:

- Person with a disability
- Immigrant or refugee
- LGBTQIA+
- Veteran or active military
- Experiencing homelessness or housing insecurity
- Household living with a low to moderate income

## WOMEN'S CLOTHING

	Number Needed	Size or Measurements	Color	Style and Fit	Notes <i>(what occasion is the clothing for: everyday, work, appointments, etc.?)</i>
<b>Pairs of socks*</b>					
<b>Underwear*</b>					
<b>T-shirts</b> <i>long or short sleeves crewneck or v-neck?</i>					
<b>Shirts</b> <i>knit tops other than button-down or t-shirt</i>					
<b>Blouses/button-down shirts</b>					
<b>Sweatshirts</b> <i>pullover, zip up, hoodie, crew neck?</i>					
<b>Sweaters</b> <i>pullover, cardigan, long or short, crew neck or v-neck?</i>					
<b>Jeans</b> <i>tight or loose fit, skinny or wide leg?</i>					
<b>Pants</b> <i>casual or dressy, sweatpants or leggings?</i>					
<b>Coats</b> <i>long or short?</i>					
<b>Jackets</b> <i>suit jacket or casual outerwear?</i>					
<b>Dresses</b> <i>casual or formal, length and style?</i>					
<b>Skirts</b> <i>length and style?</i>					
<b>Suits</b> <i>pants or skirt?</i>					
<b>Footwear</b> <i>boots, sandals, sneakers, heel height?</i>					
<b>Accessories</b> <i>e.g. belt, handbag, scarf, hat, gloves; please specify in notes</i>					
<b>Other</b> <i>e.g. bras, pajamas, swimwear, shorts; please specify in notes</i>					

\*If pairs of socks and/or underwear are being requested, count each as a quantity of one (1) and Second Chances will provide more than one pair of each as supply allows.

## MEN'S CLOTHING

	Number Needed	Size or Measurements	Color	Style and Fit	Notes <i>(what occasion is the clothing for: everyday, work, appointments, etc.?)</i>
<b>Pairs of socks*</b>					
<b>Underwear*</b>					
<b>T-shirts</b> <i>long or short sleeves crewneck or v-neck?</i>					
<b>Shirts</b> <i>button-down, pullover, casual or dress?</i>					
<b>Sweatshirts</b> <i>pullover, zip up, hoodie, crew neck?</i>					
<b>Sweaters</b> <i>pullover, cardigan, crew neck or v-neck?</i>					
<b>Jeans</b> <i>straight fit or loose fit? waist and length?</i>					
<b>Pants</b> <i>sweatpants, casual or dress pants? waist and length?</i>					
<b>Shorts</b> <i>athletic, casual, or dressy?</i>					
<b>Coats</b> <i>long or short?</i>					
<b>Jackets</b> <i>sports coat or casual outerwear?</i>					
<b>Suits</b> <i>jacket and pants?</i>					
<b>Footwear</b> <i>boots, sneakers, dress shoes?</i>					
<b>Accessories</b> <i>e.g. belt, tie, hat, gloves, scarf; please specify in notes</i>					
<b>Other</b> <i>e.g. pajamas, swimwear; please specify in notes</i>					

\*If pairs of socks and/or underwear are being requested, count each as a quantity of one (1) and Second Chances will provide more than one pair of each as supply allows.