

UNDERGARMENT REQUEST FORM

Updated September 2025

Please use this form to request new undergarments (underwear and undershirts) for your clients.

- You can use this fillable PDF or Word form or print, handwrite, and scan it.
- Please request a maximum of 150 items (combined total pairs of underwear and undershirts). You can make a request once every 90 days. Second Chances will distribute undergarments based on date of request with attention to equity among the providers and communities we serve.
- Please send to: clothing@secondchances.org

Date: _____

Organization / program name: _____

Contact name: _____ **Contact title:** _____

Supervisor's name: _____

Supervisor's email: _____

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.

Quantity, gender, and size underwear requested:

	<u>Men's (fill in quantity below)</u>	<u>Women's (fill in quantity below)</u>
Extra Small/Small	_____	_____
Medium/Large	_____	_____
Extra-large/ Extra-extra-large	_____	_____

Quantity, gender, and size undershirts requested:

	<u>Men's (fill in quantity below)</u>	<u>Women's (fill in quantity below)</u>
Extra Small/Small	_____	_____
Medium/Large	_____	_____
Extra-large/ Extra-extra-large	_____	_____

Delivery Instructions:

Second Chances will arrange delivery Monday – Friday between 9:30 a.m. and 5:00 p.m.

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