**Donation Drive Overview**

Thank you for choosing Dress for Success Sacramento as the beneficiary of your upcoming Donation Drive! We truly appreciate your efforts to help sustain our programs and fulfill our mission.

Please review our Donation Drive Policies and Procedures and complete the Donation Drive Information Form enclosed. Please note:

- **Dress for Success Sacramento requires a $500 fully tax-deductible donation with any donation drive.**
  - This donation helps cover the costs of processing the donations as well as running our programs.
  - This donation can be made via check (to “Dress for Success Sacramento”), ACH transfer, or a donation on our website at sanfrancisco.dressforsuccess.org.

- **Dress for Success Sacramento cannot offer transportation for donations.**

Upon receipt of your Information Form & $500 donation, we will send tax receipts for your donors and coordinate a time for you to drop off the donations.

Additionally, we are happy to provide a logo to create a flyer to advertise the event, however, we ask to review all materials with our logo prior to distribution.

Below is a brief checklist to help begin preparing for your Drive:

- **Review Dress for Success Sacramento criteria and obtain the necessary approval from your company to conduct a Donation Drive.**

- **Identify the dates and location of your Drive.**

- **Determine what type of budget and resources you will need and who will provide the internal funding.** Typical costs may include, but are not limited to, posters, balloons, additional raffle prizes (not provided by Dress for Success Sacramento) and transportation arrangements. Companies typically assume moving costs of donated items as part of their charitable contributions.

- **Ensure tax receipts and Dress for Success Sacramento collateral have been received.** Dress for Success Sacramento will send all collateral once we receive your completed Information Form.

- **Determine how you will market your Donation Drive.** Educating staff about the Donation Drive & Dress for Success Sacramento will help boost donation numbers.

- **Arrange to transport or mail items to Dress for Success Sacramento.** Contact us at 916-243-1282 or via email at sacramento@dressforsuccess.org to ensure Dress for Success staff will be available to accept your items at our offices.
Policies and Procedures for Donation Drive Events

Donor Responsibilities

• Donors will follow Dress for Success Sacramento requirements of clothing accepted.
• Event organizer will coordinate drop off date/time of donations with the Program Manager upon completion of Donation Drive.
• All tax receipts and any individual donor’s financial donations shall be sent to Dress for Success Sacramento immediately following the Donation Drive.

Dress for Success Restrictions

• Dress for Success Sacramento cannot pick-up donations.
• Dress for Success Sacramento cannot provide donation bins.
• Dress for Success Sacramento is not responsible for promotion of event.
• Dress for Success Sacramento is unable to solicit sponsors or attendees for event.

Financial Guidelines

• Dress for Success Sacramento requires a minimum financial donation of $500 to cover costs of tax receipts, storage space, and staff time. This donation also supports our other career development programs.
• Dress for Success Sacramento asks all sponsors to include the opportunity for employees and donors to make a financial contribution through direct monetary donation or inclusion of raffle with the Drive.
• Dress for Success Sacramento will not be responsible for any expenses or payments related to the event.
• All checks shall be payable to Dress for Success Sacramento.

Promotion and Logo Usage

• Dress for Success Sacramento will provide the logo in a .jpg format to the event organizer.
• The Dress for Success Sacramento logo may not be altered in any way.
• Dress for Success Sacramento must review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, emails, letters and flyers.
• All Donation Drive events must be promoted or conducted in a manner to avoid the appearance that Dress for Success Sacramento is endorsing any product, firm, organization or service.
• All promotion of the event must clearly state that the event is not hosted by Dress for Success Sacramento.

Thank you so much for your support and for making a difference in the lives of women!
**Donation Drive Event Information Form**

Please complete the Information Form below and send to sacramento@dressforsuccess.org. Upon receipt, Dress for Success Sacramento will send you tax receipts in order to execute your Drive.

**Thank you so much for your support!**

Company name: ________________________________________________________________

Company address (with zip code): __________________________________________________

______________________________________________________________________________

Your name: ______________________________________________________________________

Phone number: _______________________

E-mail address: __________________________________________________________________

Start Date of Drive: ___________________ End Date: __________________________

How is your company making your $500 financial donation?

____ Check ____ ACH Transfer ____ Website Donation

Is your company fundraising additionally with your employees? This can be a raffle or a direct donation ask and is not required. _____Yes _____No

Approximately how many women will participate (by donating professional attire) from your company?

____________

Will you be able to deliver the donations to our boutique at 1600 Sacramento Inn Way?

_____Yes _____No

**Please note that we do not have transportation and are unable to pick up donations.**

Do you want tax receipts sent to you? _____Yes _____No

If so, please provide where to send tax receipts if different than address above:

______________________________________________________________________________

Names and titles of those who authorize/support your Donation Drive (for post-Drive thank you letters):

______________________________________________________________________________

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