



Thank you for considering sponsoring a clothing drive to benefit Second Chances. We would be thrilled to work with you to make your clothing drive a success. Please take a look at the information below, and give a call (617.666.0280) or email ([info@secondchances.org](mailto:info@secondchances.org)) if you have questions or when you are ready to get started.

**Here are some guidelines and things to think about in planning 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 a week 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. 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.
- 4. 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)?

**Publicity/marketing your clothing drive**

Second Chances can provide you with a flyer (that you can adapt with your company logo) and a private or public webpage with the details about your clothing drive. The webpage includes information about what kinds of donations we need/accept, how to package donations, answers to commonly asked questions, and all the details about when, where and who from above. The webpage links to the Second Chances website, so that participants can find out more about us and our work.

**Pick-up or drop-off**

We recommend scheduling a pick-up or drop-off a couple of days after the announced end date for the clothing drive, to accommodate last-minute donations. We are generally able to schedule pick-ups on weekdays between 8 a.m. and 3 p.m. depending on the location.

**Thank you** so much for your interest in being part of our work and supporting the people and communities we serve. We look forward to hearing from you and working with you.

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Second Chances, Inc. is a tax-exempt 501(c)(3) nonprofit organization. Clothing, shoes and accessories, other in-kind contributions, and financial contributions are tax-deductible to the full extent allowed by law. Last year we raised 100% of our budget from the generous contributions of individuals, local companies and other community-based organizations.