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[www.secondchances.org](http://www.secondchances.org)

**CLOTHING REQUEST FORM**

*Updated March 2021*

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 (save with a different filename) or print and handwrite it.
* Please use a separate form for each individual.
* Please request a maximum of ten (10) pieces per client. You can request more in the future.
* **Please send to:** 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 you track this clothing request for your client.

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

**Organization 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:***

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

**Best day(s) and time(s) to deliver:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

*For Second Chances use only:*

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

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

***Client Information:***

Please give a brief and confidential description of the recipient’s situation and anticipated use of the clothing. This information helps us understand your client’s clothing needs. For example: “Our client is a 35-year-old homeless woman who has used our shelter for 16 months. She will wear the clothing to upcoming appointments with the housing authority to apply for public housing.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In order to comply with our funders’ reporting requirements, we’re requesting the following demographic information and sincerely hope you will help us out as best you can.

Race/Ethnicity of individuals included in this request:

American Indian or Alaskan Native

Asian

Black or African American
Hispanic or Latinx

Native Hawaiian or other Pacific Islander

White

Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

Gender identity of individuals included in this request:

Female
Male

Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

Age(s) of individuals included in this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

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

Immigrants or Refugees

People with Disabilities

LGBTQIA+

Veterans/Active Military

Homeless/Housing Insecure

Low-to-Moderate Income

***Clothing Description:***

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 preferences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fit preferences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Material preferences/aversions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Color and print/solid preferences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **WOMEN’S CLOTHING** |
| ***Please indicate if any items should match/coordinate – i.e., pants, jacket, and blouse for interviews*** |
|  | Number Needed | Size or Measurements  | What Season | Style, Color, and Pattern  | Notes – * what occasion is the clothing for (everyday, work, court, etc.)
* any fit requests/issues
 |
| **Accessories***belt, handbag, scarf, hat, gloves, etc.* |  |  |  |  |  |
| **T-shirts***long or short sleeves**crewneck or v-neck?* |  |  |  |  |  |
| **Shirts***knit tops other than button-down or t-shirt*  |  |  |  |  |  |
| **Blouses/button-down shirts** |  |  |  |  |  |
| **Sweatshirts***pullover, zip up, hoodie, crew neck?* |  |  |  |  |  |
| **Sweaters***pullover, cardigan, long or short, crew neck or v-neck?* |  |  |  |  |  |
| **Jeans***tight or loose fit, skinny leg or boot leg?* |  |  |  |  |  |
| **Pants***sweatpants, leggings, casual or dress pants?* |  |  |  |  |  |
| **Coats***long or short?* |  |  |  |  |  |
| **Jackets***suit jacket or casual outerwear?*  |  |  |  |  |  |
| **Dresses***casual or formal, length and style?* |  |  |  |  |  |
| **Skirts***length and style?* |  |  |  |  |  |
| **Suits***pants or skirt?* |  |  |  |  |  |
| **Footwear***boots, sandals, sneakers, heel height?* |  |  |  |  |  |
| **Other***socks, pajamas, swimwear, shorts, etc.* |  |  |  |  |  |
| **MEN’S CLOTHING** |
| ***Please indicate if any items should match/coordinate – i.e., pants, jacket, and shirt for interviews*** |
|  | Number Needed | Size or Measurements  | What Season | Style, Color, and Pattern  | Notes – * what occasion is the clothing for (everyday, work, court, etc.)
* any fit requests/issues
 |
| **Accessories***belt, tie, hat, gloves, scarf, etc.* |  |  |  |  |  |
| **T-shirts***long or short sleeves**crewneck or v-neck?* |  |  |  |  |  |
| **Shirts***button-down, pullover,* *casual or dress?* |  |  |  |  |  |
| **Sweatshirts***pullover, zip up, hoodie, crew neck?* |  |  |  |  |  |
| **Sweaters***pullover, cardigan, crew neck or v-neck?* |  |  |  |  |  |
| **Jeans***straight fit or loose fit?* |  |  |  |  |  |
| **Pants***sweatpants, casual or dress pants?* |  |  |  |  |  |
| **Coats***long or short?* |  |  |  |  |  |
| **Jackets***sports coat or casual outerwear?* |  |  |  |  |  |
| **Suits***jacket and pants?* |  |  |  |  |  |
| **Footwear***boots, sneakers, dress shoes?* |  |  |  |  |  |
| **Other***socks, pajamas, swimwear, shorts, etc.* |  |  |  |  |  |

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| **CHILDREN’S CLOTHING***(very limited selection)* |
| ***Child’s age \_\_\_\_\_ Child’s gender/identity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
|  | Number Needed | Size or Measurements  | What Season | Style, Color, and Pattern  | Notes – * what occasion is the clothing for (school, play, formal, etc.)
* any fit requests/issues
 |
| **Accessories***hat, gloves, mittens, etc.* |  |  |  |  |  |
| **Infant Clothing** *One-piece outfits, onesies* |  |  |  |  |  |
| **T-shirts***long or short sleeves?* |  |  |  |  |  |
| **Shirts***Other than t-shirts, long or short sleeves, button-down or pullover?* |  |  |  |  |  |
| **Sweatshirts***pullover, zip up, hoodie, crew neck?* |  |  |  |  |  |
| **Sweaters***pullover or cardigan?* |  |  |  |  |  |
| **Pants***jeans, sweatpants, leggings, casual or dress pants?* |  |  |  |  |  |
| **Shorts** |  |  |  |  |  |
| **Coats/Jackets** |  |  |  |  |  |
| **Dresses***casual or dress?* |  |  |  |  |  |
| **Footwear***boots, sneakers, dress shoes?* |  |  |  |  |  |
| **Other***socks, pajamas, etc.* |  |  |  |  |  |