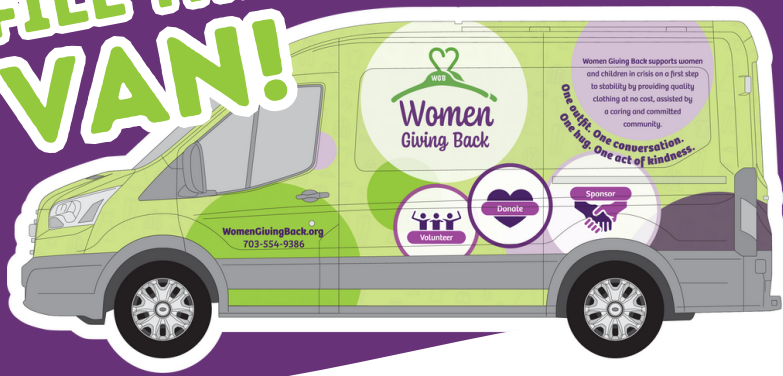


**PLANNING A LARGE DRIVE?
LET US COME TO YOU!**

**FILL THE
VAN!**



THANK YOU for taking the time and putting in the work to support Women Giving Back with your donation drive!

Our mission is to support women and children in crisis on a first step to stability by providing clothing at no cost, assisted by a caring and committed community. The items you collect will be used to help empower women and children in need in your own community, making all the difference in their worlds.

STEPS TO ORGANIZING A DONATION DRIVE

Step 1. Determine whether you would like to run a general clothing drive, or a specific drive for WGB (i.e. Underwear & Socks, Diapers & Wipes, School Supplies, Halloween Costumes, Holiday Gifts, Prom)

Step 2. Contact us. Our needs change seasonally, and we can help you to determine our most needed items to collect. If you have not already, please email Info@WomenGivingBack.org. You will receive everything you need to get started: donation receipts, flyer templates, and donation boxes.

Step 3. Get Approval. If you are involving your workplace, school, or faith community, check to see if there is a policy might be in place that prohibits taking collections without prior approval. Decide on a collection location (e.g. conference room, lobby, cafeteria, main entrance, etc.).

Step 4. Select a Timeline. It is also important for us to know the timeline of your collection and set a tentative delivery date. This way we can plan for other collections to ensure we have enough inventory in stock. The length of your collection drive can be a day, a week, a month, a season, or ongoing.

Step 5. Advertise & Promote! Schedule a kickoff event to get the word out. Let your group know what you're doing and why. Post your signs and place your collection boxes in high traffic areas. Send out emails to your friends and family about how to get involved. Submit to your local community or school newsletter. Utilize social media outlets. Be fun and creative!

Step 6. Collect. Keep an eye on your donation boxes. As they fill up, move them to a safe place. Update your group on the progress your team is making.

Step 7. Drop Off the items you have collected! Check our online calendar for donation drop off times. We could also arrange a tour of our facility at the time of drop-off if you would like! If you have donations that can not fit in a standard size SUV, please email us and we can arrange a pick up if needed.

Step 8. Say Cheese! We love for you to share pictures of your kickoff, donation collection, and drop-off. Please be sure to tag Women Giving Back on social media or e-mail them to us at Photos@WomenGivingBack.org.

Our greatest asset is our **volunteers**. Want to end your donation drive with a bang? Schedule your group to volunteer at WGB. Bring your donations with you and help us sort/hang clothing, stock the boutique, or be a personal shopper. For more information, please visit our webpage or contact us below.

20 Export Drive, Sterling, VA 20164 • www.WomenGivingBack.org
703-554-9386 • Info@WomenGivingBack.org



Women Giving Back

DONATION GUIDELINES

Women Giving Back's mission is to support women and children in crisis on a first step to stability by providing quality clothing at no cost, assisted by a caring and committed community.

WHAT TO DONATE:

- Women's and children's (infant to teen) casual, professional, and formal apparel and outerwear
 - In style (<5 years old)
 - Freshly laundered and odor-free
 - In "ready-to-wear" condition
- Women's and children's shoes
- Maternity apparel
- Medical scrubs
- Fashion accessories (e.g. hats, scarves, belts, purses, jewelry)
- Gently used bras
- New unopened underwear and socks/hosiery
- New unopened toiletries and make-up
- New unopened diapers (sizes 4-6 are always in high demand) and wipes

PLEASE DON'T DONATE:

- Men's clothes
- Outdated apparel (5+ years old)
- Event-specific or corporate logo apparel
- Used swimwear, underwear, bath robes, socks/hosiery, scarves
- Household items (e.g. bedding, furniture, toys, books, baby equipment)

WGB reserves the right to turn away or recycle donations that do not adhere to our guidelines. Donations that do not meet our boutique's quality standards cannot be assigned a value for tax return purposes.

DONATION INSTRUCTIONS:

- Please bring donations in recyclable boxes/bags/bins or on hangers
- Please separate women's and children's clothing, and group by size and season; label receptacles accordingly
- Donation drop-off days and times vary; please check the [calendar](#) on our website.

Your donations help reduce barriers that women and their children face when beginning to rebuild their lives.

THANK YOU!