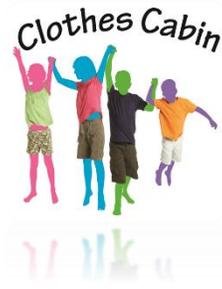


Clothing Drive Guidelines

Clothes Cabin



ABOUT US

Clothes Cabin, operated by One Small Step, Inc., provides free clothing, shoes, and household linens to low/no income individuals and families. Clothes Cabin also provides steel-toed work boots to men who are required to have them for employment and a laundry service for our homeless clients. There is no other local resource for these free services. Each year, we help nearly 2,000 families with over 60,000 articles of clothing and linens, almost all donated by individuals. Clothes Cabin thanks you sincerely for your generous support.

HOW TO CONDUCT A CLOTHING DRIVE

1. Decide on dates and locations. One or two weeks are generally enough time for a clothing drive. If you have multiple locations, appoint someone at each site to manage the donations. Select high-traffic areas where the boxes and signage will be noticeable and convenient. Be sure to consider safety and security issues when choosing your locations.
2. Drives should be specific to the season and the needs of Clothes Cabin. Decide on a specific type of clothing or linens to collect. We nearly always need children's clothing, family socks and underwear, bras and purses, towels and sheets, and men's jeans, but you may contact us to find out what else we currently need. **Please do not have a generic "clothing drive,"** which will yield mostly women's clothes, as they are already in abundant supply. **Please pick one of the shortage areas** listed and encourage only those items. **We would much rather have a small amount of needed items than truckloads of women's clothes.**
3. Register your clothing drive by emailing info@clothescabin.org or by phone 480-285-4111. Let us know the name of the person/organization/business holding the clothing drive, the address, contact name, phone number and email, type of clothing drive, and dates of the drive.
4. Prepare boxes and posters for your drive. Lined trash bins or large boxes work best for collecting clothes. Create a poster explaining the drive and emphasize the standards for clothing (**should be clean and without holes, stains, missing parts, or excessive wear**). We can give you some samples.
5. Promote your clothing drive to prospective participants (employees, customers, members, etc.) via print, email, and social media.
6. Start collecting! At the end of your drive, we'd love for you to sort through the items to remove anything that is dirty or has holes, stains, missing parts, or excessive wear. Those items can be dropped in any fiber-recycling dumpster you see in parking lots. Fold the remaining clothes neatly and place in closed boxes or bags about the size of 13-gallon kitchen trash bags. Please remember, a small amount of needed items will be more useful than loads of unsuitable clothes.
7. Photograph, celebrate, and publicize your success. Reward participants for their work.
8. Deliver the clothing to Clothes Cabin. If our regular hours (Monday through Thursday 10am-2pm) are not convenient, we can schedule a time for someone to be there to receive your donation. We appreciate having advance notice before you deliver large amounts of clothes, and you may deliver smaller amounts throughout the drive, too.

THANK YOU FOR YOUR SUPPORT!

Clothes Cabin, 1100 N. Alma School Rd., Suite 9, Chandler, AZ 85224
480-285-4111 info@clothescabin.org

One Small Step, Inc. is a 501(c)(3) tax exempt charitable organization. Tax ID 26-2024218