



WEST VIRGINIA
FORWARD

Ready for Work Toolkit

With your support, West Virginia communities are building a statewide resource network to connect in-demand professional items with the charities and organizations on the frontlines helping people get **ready for work**.

Follow WV Forward tips and resources to launch your local clothing drive.



Questions? Email wvforward@mail.wvu.edu.



READY FOR WORK

West Virginia's greatest asset is our people, yet too many people face obstacles to sharing their talents in the workplace. No one should miss out on a job because of a lack of work clothes. Targeted clothing drives can help get Ready for Work.

BUILDING READY TO WORK RESOURCES

Employment and support organizations report trouble meeting the overwhelming demands to help support people trying to get appropriate clothing to go to work. WV Forward has identified resource organizations and their clients' most in-demand work clothes. By hosting targeted "Ready for Work" clothing drives that collect specific items for local charities serving clients in your community, you can make a difference.

NEEDED ITEMS

A statewide survey of West Virginia charities and non-profits, showed that the following are the most needed items for women getting to work.

- *Suits*
- *Black Pants*
- *White Button-Down Shirts*
- *Solid Color Scrubs*
- *Non-Slip Shoes*
- *Closed toe professional shoes*
- *Plus-Sized Clothing*
- *Professional maternity clothes*

GET INVOLVED

If you would like to help host a clothing drive to get these needed work clothes to people getting into the workforce, please email wvforward@mail.wvu.edu for a how-to toolkit that lists local service providers and a step-by-step guide to teaming up and making a difference. Together, we can help West Virginia women share their talents in the workplace.

Setting up your clothing drive.

Identify partners

Refer to WV Forward's contact sheet as a resource guide to help find local partner organizations and charities.
Identify your area's specific community needs based on your partner feedback.
Consider local events or conferences where you can generate attention and amplify stakeholder support.
Lock down the date, time and location!

Outreach

In collaboration with your partner organizations and/or charities, communicate early and often the details of your clothing drive. Promote your drive through marketing flyers, e-invites, newsletters, social media, earned media, community calendars, and of course, word of mouth.
If your clothing drive is a part of a conference or upcoming event, make sure the drive is a part of the communications and marketing strategy.
Clearly inform potential donors of the in-demand items.
Please request that donations should be lightly loved, with no stains, holes or tears, and should be purchased from the past 3-5 years.

Volunteers

Establish roles for volunteers. Recommendation: 1-2 to handle registration, sign-in sheets and tax forms; 2-4 to collect and sort donations.
Confirm volunteers' commitment ahead of the event.
Train volunteers on what items will be accepted and how to sort clothing.

Logistics of your drive.

Logistics

Direct donors to clothing drive drop-off location with signs/posters.
Bring extra hangers and movable racks for items such as shirts and suits.
Use clean totes or boxes for items that can be folded and stacked away.
Use labels on boxes to sort clothes into specific items and sizes, or if you are distributing to more than one location, use them to identify which clothing closet organizations are receiving which items.
Count the number of items received as you collect and sort items.
Use sign-in sheets to track donors and add them to future mailing lists. Donors may become future volunteers, partners and leaders. Readily available contact information can also make tax receipts easier to fill out.

Transportation

Consider how you will sort clothes. donations to another sorting center rather than the advertised drop-off site. Consider the space of both locations, ease of access, and distance to other partners.
Determine how you will transport clothes from the event to the organization(s) accepting donations. A large truck or van is recommended (rent from car rental). Multiple vehicles may be required depending on truck size and expected quantities.
Work with event vendor to discuss where truck or vehicle can be parked.
Coordinate the date and time you can bring sorted clothes to your partner organizations who are accepting donations.

What To Bring:

- **Clean boxes or bins**
- **Totes/clean plastic reusable bags**
- **Folding table(s) for registration and/or sorting**
- **Hangers**
- **Movable racks**
- **Labels**
- **Sign-in sheets**
- **Tape**
- **Pens and sharpies**
- **Drop-Off sign(s)**
- **Easels for signs**
- **Truck or vehicles to transport clothes**
- **Plastic garment bags (optional)**

Donation Guidelines.

General tips:

For a more targeted effort, consider contacting local organizations to focus on their top 3 – 5 items of need, or if they can take a wide variety of donations.

Damaged or unprofessional clothes should be turned away. Plus-sized clothing is in high demand but rarely donated.

Greatest needs:

→ **Maternity clothing**

→ **Pants sizes 0-2 and 16 and up**

→ **Tops in size XL & up**

→ **Scrubs – all sizes, specifically solid color**

→ **Shoes – sizes 9 & up**

TYPE OF DONATION	ACCEPT	DO NOT ACCEPT
Suits and Dresses	<ul style="list-style-type: none"> • Pant-Suits • Skirt suits 	<ul style="list-style-type: none"> • Casual or evening wear • Outdated suits • White suits
Pants	<ul style="list-style-type: none"> • Dress pants • Dress slacks 	<ul style="list-style-type: none"> • Leggings, sweat pants, other kinds of casualwear • Stained or damaged (including "fashionable" tears and holes)
Shirts and Blouses	<ul style="list-style-type: none"> • White-button down shirts • Shell blouses • Long and short-sleeved • Career-appropriate 	<ul style="list-style-type: none"> • T-Shirts • Sweaters • Vests
Scrubs	<ul style="list-style-type: none"> • Solid-color - research local hospital needs 	<ul style="list-style-type: none"> • Damaged or worn
Trades Work Clothes	<ul style="list-style-type: none"> • Construction wear • Manual labor 	<ul style="list-style-type: none"> • Damaged, worn, or otherwise unsafe
Shoes	<ul style="list-style-type: none"> • Closed-Toe • Closed-Heel • Flat or low-heeled pumps • Basic colors • Non-slip • Work boots 	<ul style="list-style-type: none"> • Sandals • White shoes • Open-Toe
Accessories	<ul style="list-style-type: none"> • Career-appropriate scarves • Handbags and purses • Jewelry (earrings, necklaces, etc.) • Belts • Briefcases and padfolio/portfolio binders 	<ul style="list-style-type: none"> • Outerwear scarves • Casual handbags, clutches

Donation Sign-In Form.

Print off as many copies as needed

PLEASE PRINT CLEARLY TO ENSURE YOU RECEIVE A TAX RECEIPT	
Name	
Street Address	
City, State, Zip	
Email	
Phone	
Donation Type	Clothing? <input type="checkbox"/> Monetary? <input type="checkbox"/>
Mailing List?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<hr/>	
Name	
Street Address	
City, State, Zip	
Email	
Phone	
Donation Type	Clothing? <input type="checkbox"/> Monetary? <input type="checkbox"/>
Mailing List?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<hr/>	
Name	
Street Address	
City, State, Zip	
Email	
Phone	
Donation Type	Clothing? <input type="checkbox"/> Monetary? <input type="checkbox"/>
Mailing List?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Sample event Timeline (Draft working document).

Edit as needed.

Ready For Work Planning timeline Tasks	September	October
Identify Where The Clothing Drive Will Occur and When	X	
Identify volunteers	X	
Consider having a partner organization assist	X	
Consider outreach efforts	X	
Finalize the logistics of your clothing drive	X	
Consider the supplies needed (hangers, racks, etc.)		X
Train volunteers on sorting		X
Consider where all donations will go for sorting		X
Determine what clothing closets the donations are going to go to		X
Determine transportation needed		X

Statewide work apparel resources by region.

Southern Region

- Community Action of Southeastern WV - Bluefield, WV - 304-325-3511 or 304-327-3506
- Mark's Place - Princeton, WV - 304-487-6750
- Mary's Cradle - Bluefield, WV - 304-327-7757
- McDowell Mission - Gary, WV - 304-448-3052
- Montgomery Presbyterian Church - Montgomery, WV - 304-253-9541
- Multi-Cap - Kimberly, WV 25118 - 304-442-4900
- Multi-Cap - Oak Hill, WV - 304-465-8888
- Raleigh County Community Action - Beckley, WV - 304-252-6396
- Salvation Army Corps at Fayette, Nicholas, Webster, Wyoming and Raleigh Counties - 304-252-9541
- Salvation Army - Beckley, WV - 304-253-9541
- Salvation Army - Bluefield, WV - 304-327-7411
- Salvation Army - Princeton, WV - 304-425-2971
- Tender Mercies Ministries, Inc. - Princeton, WV - 304-425-2557
- The Soup Kitchen - Princeton, WV – 304-487-2796
- Union Mission - Bluefield, WV - 304-327-8167
- United Way of Southern WV - Beckley, WV - 304-253-2111
- Wise Women's Services – Bluefield - 304-324-5809 and 304-324-7224 - info@wisewomenscenter.org - <http://www.wisewomenscenter.org/>

North Central Region

- Broad Oaks United Methodist Church - Clarksburg, WV- 304-622-8745
- Catholic Charities - Clarksburg, WV - 304-623-1765
- Christian Help - Morgantown, WV - 304-296-0221
- Clarksburg Mission - Weston WV - 304-622-2451
- Good Shepherd Ministries Helping Hand Clearinghouse - Elkins, WV - 304-636-5449
- Heart and Hand House - Philippi, WV - 304-457-1295
- New Life Southern Baptist Church - Weston, WV - 304-269-7105
- North Central Community Action - Philippi, WV - 304-265-3565
- North Central Community Action - Morgantown, WV - 304-291-6795
- Our Neighbor - Weston, WV - 304-269-6327
- Salvation Army - WV 26301 - 304-622-2360
- Salvation Army - Grafton, WV - 304-265-3565
- Salvation Army - Buckhannon, WV - 304-472-6165
- Salvation Army - Clarksburg WV - 304-622-2360

- Salvation Army - Grafton, WV - 304-265-3565
- Scott's Run Settlement House - Osage, WV - 304-599-5020
- Soup Opera - Fairmont, WV - 304-367-1098
- Tyrand Cooperative Ministries - Mill Creek, WV - 304-335-2788

Eastern Panhandle Region

- Assumption Parish - Keyser, WV - 304-788-2488
- Community Ministries - Charles Town WV - 304-725-3186
- Community Networks, Inc. - Martinsburg, WV - 304-263-6901
- Faith in Action, Inc. - Keyser, WV - 304-788-5331
- First Christian Church Disciple Center - New Martinsville - 681-302-8413 - lbarthleadvolunteernpgp@gmail.com
- Helping Hands of the Potomac Highlands - Keyser, WV - 304-788-0110
- Professional Clothing Closet, Keyser, WV - 304-788-5020
- Refuge Church - New Martinsville WV - 304-455-2120
- Salvation Army - Hedgesville - 304-754-3849
- Salvation Army - Martinsburg, WV—304-267-4612

Kanawha Valley Region

- American Red Cross - Huntington WV - 304-526-2900
- Capital Resource Agency of Upper Kanawha Valley - Charleston, WV -304-949-6077
- Catholic Charities of Kanawha County - Charleston, WV - 304-380-0162
- Church of God - Man, WV - 304-583-7418
- Community Resources, Inc. - Charleston, WV - 304-346-3181
- Covenant House - Charleston, WV - 304-344-8053 - <https://wvcovenanthouse.org/programs/clothing-closet/>
- Dress for Success - Huntington, WV - 304-522-3011 - <https://rivercities.dressforsuccess.org/> - riverscities@dressforsuccess.org
- Faith Mission - Hurricane, WV - 304-562-1700
- First Baptist Church - Man, WV - 304-583-7224
- Genoa Christian Center - Genoa, WV - 304-385-4583
- Greater Mt. Zion Baptist Church - Holden, WV - 304-752-5747
- Heart & Hand Community Service - South Charleston WV - 304-744-6741
- Madison Baptist Church - Madison, WV - 304-369-1061
- Mount Mission Church - Lake, WV - 304-752-8772
- Mountain Mission - Charleston, WV - 304-344-3407
- Multi-Cap - Charleston, WV - 304-949-6077
- Multi-Cap - Clendenin, WV - 304-548-5392

- Nazareth House - Huntington, WV - 304-525-3609
- Salvation Army - Logan, WV - 304-792-1147
- Salvation Army - Charleston, WV - 304-343-4548
- Salvation Army - Huntington, WV - 304-529-2401
- Salvation Army - Logan, WV - 304-752-0917
- Salvation Army - Summersville, WV - 304-253-9541
- Salvation Army - Teays, WV - 304-757-5237
- Saint Marks United Methodist Church The Clothing Center at Covenant House - Charleston, WV - 304-343-2115
- YWCA Past & Present - Charleston, WV - 304-340-3646 - <https://www.ywcacharleston.org/past--present>

Northern Panhandle Region

- Adams House Ministries - Middlebourne, WV - 304-758-0236 - adamshouseministires@frontier.com
- Change, Inc. - Moundsville, WV - 304-845-8269
- Community Resources Inc. - Sistersville, WV - 304-652-1554
- Community Resources Inc. - New Martinsville, WV - 304-455-2701
- Family Resource Network - McMechen, WV - 304-232-2250
- Family Resource Network - Sistersville, WV - 304-652-1741
- Family Resources Network - Wheeling, WV - 304-243-0470
- Imagination Station Gabriel Project - Moundsville, WV - 304-280-6701
- Joseph's Caring Center - Wheeling, WV - 304-233-4001
- Northern Programs Chapter Office, St. James Lutheran Church - Wheeling, WV - 304-639-5039 - npgabrielproject@gmail.com
- Salvation Army - Moundsville, WV - 304-845-0510
- Salvation Army - Weirton, WV - 304-748-4310
- Salvation Army - Wellsburg, WV - 304-737-0071
- Salvation Army - Wheeling, WV - 304-233-4400
- St. Joseph the Worker Church - Weirton, WV - 304-723-2054
- The House of the Carpenter - Wheeling, WV - 304-233-4640
- YWCA Y-Not Boutique - Wheeling, West Virginia - 304-232-0511 - <http://ywcawheeling.org/wordpress/ywca-womens-boutique/> - boutiquedirector@ywcawheeling.org

Ohio Valley Region

- Common Cents - Spencer, WV - 304-927-4377
- Community Resources Inc. - Parkersburg, WV - 304-422-5339
- Community Resources Inc. - Ravenswood, WV - 304-273-5100
- Community Resources Inc. - Spencer, WV - 304-927-4632

- Community Resources Inc. - St. Mary's, WV - 304-684-3461
- Community Resources Inc. - Grantsville, WV - 304-354-9265
- Community Resources Inc. - Elizabeth, WV - 304-275-4306
- Good Shepherd Episcopal - Parkersburg, WV - 304-428-1525
- Old Man River Mission - Parkersburg, WV - 304-428-6677
- Salvation Army - Parkersburg, WV - 304-485-4529
- Salvation Army - Spencer, WV - 304-927-5801
- Salvation Army - Parkersburg, WV - 304-485-4529
- St. Francis Xavier - Parkersburg, WV - 304-422-6786 - central.movgabrielproject@gmail.com
- Williamstown/Waverly First Presbyterian Church - Williamstown, WV - 304-375-6211 - ww.movgabrielproject@gmail.com
- Wirt County Ministerial Association - Elizabeth, WV - 304-275-3365
- YWCA 2501 Dudley Ave - Parkersburg, WV - 304-422-5465