



Clothing Bank Procedures SY 2015-2016

1. The Phone number for the Clothing Bank is (505) 248-1873
2. Elizabeth Calhoun will be your contact for the Clothing Bank.
3. The order form is to be completed online at <http://www.aps.edu/community/clothing-bank> to order socks, underwear, lt. jacket, clothes via Goodwill NM, and shoes via Payless Shoes.
Orders will **NOT** be filled from hard copy forms. **If you have families with children in multiple schools please contact Elizabeth directly to discuss a strategy for serving the family.**
4. When the order is received, it will be filled by the Clothing Bank and items will be delivered directly to your school. You will receive a separate package for each student identified by their student ID number.
5. We will make every attempt to fill the order completely, but we may not always have all items on hand.
6. In addition to the items ordered, the package will include a \$20 voucher for Payless Shoes and a voucher for Goodwill, and a list of the Goodwill store locations around town. (samples attached)
7. The gift card is redeemable for three outfits. Outfits are defined as a shirt and a pair of pants or a dress.
8. Students are eligible to receive gift cards three times a year, once early in the fall, once before Winter break and once before summer break. They are eligible to receive one pair of shoes a year and socks and underwear twice a year.
9. We will be tracking the redemption of the gift cards and following up with the schools if students are not redeeming them.
- 10. If you have an urgent or emergency situation please contact the Clothing Bank office and we will work with you to provide the needed items as quickly as possible. We have collected a small stock of clothing on site specifically for these situations.**