



CHILDREN'S CLOTHING CENTER OF DELAWARE COUNTY, INC.

OPERATIONS, DONATIONS, VOLUNTEERS, CLIENTS & SHOPPING POLICIES

DAYS & HOURS

1. **August – May Tuesdays**, noon to 4 p.m.
2. Days and hours are subject to change. Changes will be posted and sent to schools.
3. Center is closed when the Muncie City Schools are closed for holidays and weather.

VOLUNTEER RESPONSIBILITIES

1. Assist clients in filling out forms.
2. Keep accurate records as required.
3. Sort donated clothing. Hang and display for clients to shop.
4. Assist with repair and cleaning of donated clothing items, if needed.
5. Keep all areas clean and organized as instructed by the Coordinator.
6. Help with any custodial duties if needed.
7. Encourage donations of both clothing and money from friends, family and community.
8. Talk to Community groups, churches, organizations about the clothing center, if willing.

CLIENT RESPONSIBILITIES

1. Must have a referral from school principal, school nurse, trustee or administrator of a non-profit agency (one referral per family per school year)
2. A parent, guardian or adult must accompany children to shop.
3. May shop once each month for gently used clothing and shoes.

DONATIONS

1. Clothing items can be taken to the Clothing Center or designated drop boxes.
2. Arrangements can be made, in advance, for pick up of donated clothing items.
3. Monetary donations should be mailed to:
Children's Clothing Center, P.O. Box 905, Muncie, IN 47308-0905
4. A Thank You Note including dollar amount of donation is sent to donors for tax record
5. A receipt, if requested, may be issued for any clothing or in-kind donations.

SHOPPING POLICY

1. **MONTHLY** – a child may receive up to 3 used items of each type.
2. **TWICE A YEAR** – A child may receive a set of NEW UNDERWEAR;
Between August ~ December, and
Between January ~ May
A set includes; 7 pairs of underwear, 7 pairs of socks, and 1 tee shirt
3. **TWICE A YEAR**- A child may receive 1 pair NEW blue jeans (2 total)
4. **TWICE A YEAR** – A child may receive a coat or jacket (2 total)
5. **ONCE A YEAR** – A child may receive a hat, scarf and pair gloves

All policies and procures should be reviewed periodically by the Board of Directors who oversees the volunteers and coordinator.
Revised: August 20, 1987, February 9, 2005, January 31, 2014, August 2016