

## **C4C GUIDELINES:**

### **GROUP PARTICIPANTS:**

Encourage your group members to commit to filling up a truck with 500-1000 bags or more. To achieve this goal, we suggest each participant aim to collect a minimum of 10-25 bags. While this isn't mandatory for participating in the C4C fundraiser, it will greatly enhance its profitability for your group.

### **APPOINTMENTS:**

- Schedule appointments are required for pick-up or drop-off.
- Appointments may be cancelled, only if it's a raining day in your area and clothes cannot be loaded without getting wet.

### **MARKETING (FLYER)**

- See link below to download a spirit colorful template to set up your *flyer*.
- Here is a link [Flyer Templates](#) to download one of the *templates* for your team or group promotions.
- ***Please send our office a copy of your flyer via email*** allowing us to help cross-promote on our social media platform.

### **ACCEPTABLE ITEMS:**

- We accept clothing, shoes, backpack, purses and linen (towels, sheets, blankets and bedspreads) [Clothing Donation](#)

### **DAMAGED ITEMS:**

- **We cannot credit wet or mildew clothing that came from outdoor exposure to rain or sun.**
- **Avoid leaving bags of clothing in the sun. Bags sweat and mildew clothing**
- **If collected, wet items will be discarded and no credit given.**

### **BAGS SIZES:**

- Use ONLY **LARGE** (13-Gallons or larger) white size trash bags. The more items in the bag, the greater chance of more \$\$\$ earnings.
- **Bags should be completely full!**

### **LABELING:**

- All bags **MUST** be **labeled** with your school/team or organizations name.
- Using a colored masking tape and marker is sufficient.

### **PICK-UP / DROP-OFF**

- Our courtesy pick-up is based on **100 bag minimum**, or **200 Bags minimum** if you are outside of an hour and half from Downtown Los Angeles.
- Drop-offs are an option for low bag collections. (Temporarily Suspended until further notice.

- If you can't make the bag minimum, please let us know as we want you to succeed and may have other options.
- No minimum for drop-offs (An appointment is required).

### **BAG COUNT (pick up only) REQUIRED**

- There is no minimum or maximum to participate.
- Set your goal high for collect hundreds of bags to fill up our truck. Our trucks fit 500 and 1,000 bags.
- you must **confirm 100+ bag count 5-3 business days prior** to your schedule pick-up appointment so we can schedule our driver.

### **RECIPT FORM:**

- Fill out the [Receipt Form](#) is mandatory for receiving a check with your fundraising earnings. Please fill out correctly and legible.
- Also, please email and text 424-272-0338 a copy of this form to our office.
- Driver will not have the forms on-hand, so be sure to download, and complete the form. Note: Without this form completed, your check can't be mailed out.
- See hard copy attached receipt form below.

### **BAGS WEIGHED:**

- following your pick-up, bags will be weighed at the warehouse as they are being removed from the truck. No bags will be weighed on-site.

### **PAYMENT:**

- **A check will be mailed out within 4-weeks after bags are received in the warehouse and paperwork has been processed.**
- You will receive a form with the results for the total weight along with your check amount.

### **RESULTS:**

- **Results will be issued with your check by mail.**
- ***Due to limited staff, please reframe from calls for results. Our office will not have this information until paperwork is processed by the warehouse and administrators send us a report at the end of each month.***

### **MISSING CHECK:**

- **Please be patient with receiving checks, as the postal service has been slow at times and known to take up to 3-weeks to be delivered.**
- **Please make sure the information on the receipt form attached is filled out correct, so there is no delay in receiving your fundraising check.**

### **AUTOMATIC CANCELLATION:**

- **If you submit items that are damaged, or mixed with trash your organization will be prohibited from participating in the future. Please follow our guidelines for submitting gently used items in good condition.**



**REQUIRED FORM (Attached below):**



Program Administrators:

Thank you for participating in our **Clothes4Cash.net, Clothing Drive Fundraising Campaign** opportunity. We are excited to provide your organization with this profitable fundraiser.

This notice is in receipt of collecting approximately \_\_\_\_\_ bags of clothing/shoes/linen from \_\_\_\_\_ team/organization on \_\_\_\_\_, at \_\_\_\_\_

Please fill out information below, Text and email a copy to [info.clothes4cash@gmail.com](mailto:info.clothes4cash@gmail.com) and keep a copy for your records. -----

Non-Profit (501c3) TAX ID# \_\_\_\_\_ Please indicate to whom the check should be made out:

\_\_\_\_\_ and \_\_\_\_\_

the address: \_\_\_\_\_,

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
*Program Representative Signature*      *Total Pounds*

\_\_\_\_\_  
*Warehouse/Driver Signature*      *Payment*

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