

GFTH - Firm Coordinator Information and Responsibilities for 2009

Monetary Donations. We ask that you make a special effort to encourage everyone at your firm or organization to contribute funds for our new clothing drive. We now accept donations via check, credit card or online through our website. Please see the separate page that provides additional information about each of the options for donating.

Used Clothing. Please:

Collect and store all donations of used clothing and other items at your office through Friday, December 4 (we have no storage space). We are especially eager to receive men's and children's clothing, particularly warm clothing, because GFTH consistently falls short of filling the needs of homeless men and children.

Provide a blank used clothing receipt to any donor who requests one, after confirming the individual has made a donation. The donor should complete the receipt; you do not need to sign to acknowledge it.

*Deliver the items you collect to us on Friday, December 4, between 8:30 a.m. and 6:00 p.m., at our 2009 sorting site, the Portals III, 1200 D Street, SW. This is the same as the last three years. **Please deliver your clothing to the retail entrance closest to 12th Street, SW. It will be clearly marked. See the enclosed map.** We cannot pick up clothing, so your firm or organization will be responsible for arranging delivery to our site.*

Volunteers Needed. We will sort and distribute used clothing on *Friday, December 4 and Saturday and Sunday, December 5 and 6 on the D Street Lobby level at the Portals III located on D Street, SW between 12th and 13th Streets, SW.* Please recruit volunteers to assist us with sorting and distributing the used clothing donations. We would especially welcome volunteers on Friday afternoon. For example, in the past we have had a group of high school students volunteer with us, for which they received community service credit from their school. Minors must be accompanied by a responsible adult. We also need many drivers to complete deliveries to all shelters. Volunteers should return the *volunteer sign-up form* by November 27 to Ceceile Patterson at the address indicated on the form.

As an added incentive for volunteers this year, one of GFTH's corporate sponsors, Tutor.com, will again be providing more than \$5,000 worth of math and science tutoring gift cards for students in grades 4 - 12 that will be given as thank you gifts to volunteers at the drive.

We expect that there will be parking available at the building on Friday, Saturday and Sunday, but that is not yet guaranteed. Check our website for updates. Encourage your volunteers to take Metro, as the Portals is a short walk from the Smithsonian or L'Enfant Plaza stations (See enclosed map).

Our Website. Our website - www.gfth.org - provides the most complete source of information about us, including specifics about our new and used clothing drives, lists of recipient shelters and participating organizations, and electronic copies of key documents. Check our website for updates on this year's campaign. Also, please encourage anyone interested to refer to our website for information about GFTH and our work on behalf of the homeless.