

## **GFTH - Firm Coordinator Information and Responsibilities for 2010**

**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. We want to give recognition to your firm for aggregating a substantial sum of donations along with whatever your firm itself may choose to give. So please remember to keep track of your donors and report to our Treasurer accordingly.

**Used Clothing.** Please:

*Collect and store all donations of used clothing and other items at your office through Friday, December 3rd (GFTH has 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 are authorized, on behalf of GFTH, to issue the receipt, but only in connection with legitimate and verified donations. Receipts are NOT available on our website.*

*Deliver the items you collect to us on Friday, December 3rd, between 8:30 a.m. and 6:00 p.m., at our 2010 sorting site, the Portals III, 1200 D Street, SW. This is the same as the last four years. **Please deliver your clothing to the street entrance on D Street closest to 12<sup>th</sup> Street, SW. It will be clearly marked, and volunteers will be standing by to assist.** We generally 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 3rd and Saturday and Sunday, December 4th and 5th on the D Street Lobby level at the Portals III located on D Street, SW between 12<sup>th</sup> and 13<sup>th</sup> 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 30 to Ceceile Patterson at the address indicated on the form.

Parking will be available at the building on Saturday and Sunday, at a discounted rate of \$5. 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.

**Our Website.** Our website – [www.gfth.org](http://www.gfth.org) – provides the most complete source of information about us, including specifics about our new clothing program and used clothing drive, 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.

We thank you and your organization in advance for your efforts this year!