

MEMORANDUM

November ____, 2010

TO: All Staff
FROM:
RE: Gifts for the Homeless, Inc. Annual Campaign

Since 1986, the DC legal community has contributed new and used clothing to dozens of local homeless shelters and soup kitchens through Gifts for the Homeless, Inc. ("GFTH"), a non-profit organization created by law firms to provide clothing for the homeless during the holiday season. [Name of firm] is pleased to participate in GFTH's annual campaign [again] this year – with another cold winter headed this way, GFTH and the shelters are counting on our support.

Here are three simple ways you can help:

1. Make a Monetary Donation: Your contribution will help GFTH purchase gifts of new clothing for the homeless, including thermal underwear, sweatshirts, socks, gloves, and blankets. One amazing thing about GFTH is that it spends *every penny* it receives from donors on new clothing that it purchases at bulk wholesale prices. GFTH is run by volunteers from local law firms and legal organizations, and all overhead costs are absorbed by the firms or the Board members. This year, GFTH hopes to surpass last year's donations, and they need our help! To give you an idea of what your contribution can purchase, GFTH provided the following information:

- \$25 purchases 3 dozen pairs of men's briefs
- \$35 purchases 1 dozen men's heavy thinsulate-lined gloves
- \$55 buys 1 dozen hooded sweatshirts
- \$100 buys 1 dozen fleece blankets
- \$250 purchases five dozen sets of kid's thermal underwear.

To contribute, please bring a check (made payable to "Gifts for the Homeless, Inc.") to [Name(s)]. If you prefer, you may charge your donation via MasterCard or Visa, using a GFTH donation form [Name(s)] can provide. A 2% transaction fee applies for credit card donations; GFTH receives the balance. You may also donate online via the Donating page at www.gfth.org. A 3% transaction fee applies for online donations; GFTH receives the balance. Because GFTH is a tax-exempt 501(c)(3) organization, all donations are tax deductible to the fullest extent allowed by law. If possible, please make your contributions by December 31.

2. Donate Used Clothing, Blankets & Sleeping Bags: Last year, GFTH distributed 3,333 bags of used clothing to 78 shelters, making the winter a little warmer for many of DC's homeless men, women, and children. To contribute used clothing and other necessary items for adults or children – such as coats, gloves, sheets and towels, sleeping bags and blankets – please bring your items to [Name(s)]. Business clothing is always welcome, and GFTH makes an effort to

send those items to shelters that assist with job training and employment referrals. Please take items off hangers.

GFTH makes a special appeal for children's clothing and warm men's clothing. GFTH also welcomes donations of toiletries (*e.g.*, sample size shampoo, soap, toothbrushes and toothpaste) to send to the shelters. We can accept donations of any of these items until the morning of Friday, December 4.

3. Volunteer: GFTH needs energetic volunteers to work at the used clothing drive to receive and sort the donations and deliver them to area shelters and soup kitchens. If you or your friends and family want to sign up, please see **[Name(s)]** for a volunteer form. The used clothing will be sorted and delivered on Friday, Saturday and Sunday, December 3rd, 4th and 5th, 2009 as follows:

When: Friday, December 3, from 8:30 a.m. to 6:30 p.m.
Saturday, December 4, from 8:30 a.m. to 6:30 p.m.
Sunday, December 5, from 8:30 a.m. to 6:30 p.m.*

* It is likely that the effort on Sunday will conclude by mid-day.

Where: The Portals III
1201 Maryland Avenue, SW
(entrance on D Street, SW between 12th and 13th Streets)
Washington, DC

Metro: Smithsonian (Blue and Orange Lines) or L'Enfant Plaza (Blue, Orange, Yellow and Green Lines)

Parking: GFTH expects parking to be available at the building on Saturday and Sunday at a cost of \$5.00. Check www.gfth.org for updates.

Many, many volunteers are needed to sort and deliver all the used clothing in one weekend (last year, over 250 people volunteered), and GFTH really needs your help. GFTH would especially welcome volunteers on Friday afternoon.. Also, many drivers are needed to deliver to all of the shelters on all days!

* * *

[Name of firm] is proud to support GFTH, and to provide help to the shelters and soup kitchens that serve the DC area homeless. Please join us in making this year the strongest ever for GFTH! If you would like more information, please visit GFTH's website at www.gfth.org or contact **[name(s)]**.