



Serving Kids Clothing Program is a program sponsored by the Jeffco Public Schools associations, JCAA, JCEA, CSEA, PTA and Jeffco Schools Foundation working together to make near new clothing items available to Jefferson County Public School students in need (Preschool through 12th grade). **You must be a Jeffco employee to request clothing.**

PLEASE PRINT LEGIBLY:

Person Requesting the Clothing:

Jeffco Public Schools
Employee's Name: _____ Cell or Daytime Phone: _____

Employee's Job Title: _____ Voice Mail: _____

Employee's School or Department: _____ Date Form Sent to Serving Kids: _____

Student's Information:

Student's Name: _____ Age: _____ Grade: _____ Gender: M F Check

Student's School: _____ Homeless: _____
(Optional) Check Y or N

| Clothing Items Needed <i>Our maximum capability is 5 tops, 5 socks, 5 underwear, 2 bras, 3 pants, a coat and a pair of shoes or boots</i> Be Specific: Girls Blouse, Boys Coat, Boxer Briefs, etc. | Quantity | Sizes Be Specific: i.e. Girls 10, Childs 6, Women's 8, Junior 7, Boys 7 Slim, Men's 38 W - 30 L Jeans |
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1. Complete **ONE** order form **PER STUDENT**. (We serve Jeffco Schools' students Preschool through 12th grade.)
2. Fill out **ALL** information, and be **very specific** about sizes, gender, quantity (we have limits), color preference and type of clothing, coats, shoes, underwear, etc. (Underwear, socks, and bras will be new. Shoe gift certificates are available when we cannot provide the correct size.) **We like to know preferences (style, color) but if we do not have the style requested, we will select a substitute.**
3. Email the form to: ServingKids@jeffco.k12.co.us or fax the form to **(303) 982-9186**.
4. Allow one week for processing.
5. We will arrange for a driver to **deliver the item(s) to the school of the requesting employee**, unless you would prefer to pick the item up personally. Please return any UNUSED clothing items.

Questions or Problems? We are an **ALL-VOLUNTEER** organization. We do our best to fill orders accurately and timely. If you have any problems with your order, first call the Serving Kids voice mail number which is checked daily: **(303) 982-2225**. If you continue to have problems, call Mary Wagner with JCAA at (303) 982-6839.

OFFICE USE ONLY: Name of Volunteer Completing the Order: _____

Date Order Completed: _____