

# YOUTH REFERRAL FORM

Prom Dresses and Accessories  
at no cost to high school  
juniors and seniors



By referral only from  
school staff or case worker

**How to Refer:**

1. Complete both pages of this form. Please print legibly. Only this form will be accepted.
2. Fax form to 513-533-0019. Only this fax number will accept forms.
3. You will be notified of the student's appointment day and time. It will be your responsibility to relay the information to the student. If you have not heard back from **Kenzie's CLOSET** within five business days of sending fax, please contact us at 513-533-7766.

**THIS FORM MUST BE COMPLETED PROPERLY TO BE CONSIDERED.**

**Important Information for Students:**

- Must bring student ID to appointment. **NO ID, NO DRESS!**
- Please be on time for your appointment. If you miss the appointment, you must submit a written excuse to be reconsidered for another appointment.
- If under 18, student must be accompanied by an adult.
- NO babies or other children will be permitted inside Kenzie's CLOSET.
- Walk-ins cannot be accepted.

**TO BE COMPLETED BY SCHOOL STAFF OR CASE WORKER**

School/Agency _____	Referring Person _____
Referring Person Phone # _____	Contact Email _____
Name of Referred Youth _____	
Name of School _____	Have you referred to us before? Y___ N___
Grade _____	Comments or Special Needs _____

TO BE COMPLETED BY YOUTH

Address _____	Apt # _____	City _____	Zip _____
Telephone # _____	Age _____	Date of Birth _____	
Ethnicity (please circle one) African American Asian Bi-Racial Caucasian Hispanic Other _____			
Please circle sizes:			
Dress	0 2 4 6 8 10 12 14 16 18 20 22 24 26 28 30 32		
Shoe	4.5 5 5.5 6 6.5 7 7.5 8 8.5 9 9.5 10 10.5 11 11.5 12 12.5 13		
Favorite Color _____	Date of Prom _____	School _____	

PLEASE CONTINUE TO NEXT PAGE

**TO BE COMPLETED BY PARENT (OR YOUTH IF 18 OR OVER)**

Please circle the appropriate income level:

**Household size**

<b>1 person</b>	<b>2 persons</b>	<b>3 persons</b>	<b>4 persons</b>	<b>5 persons</b>	<b>6 persons</b>	<b>7 persons</b>	<b>8 persons</b>
\$13,550 or less	\$15,500 or less	\$17,400 or less	\$19,350 or less	\$20,900 or less	\$22,450 or less	\$24,000 or less	\$25,550 or less
\$13,551- \$22,550	\$15,501- \$25,800	\$17,401- \$29,000	\$19,351- \$32,250	\$20,901- \$35,800	\$22,451- \$37,400	\$24,001- \$39,950	\$25,551- \$42,550
\$22,551- \$36,100	\$25,801- \$41,300	\$29,001- \$46,450	\$32,251- \$51,600	\$33,801- \$55,750	\$37,401- \$59,850	\$39,951- \$64,000	\$42,551- \$68,100
over \$36,100	over \$41,300	over \$46,450	over \$51,600	over \$55,750	over \$59,850	over \$64,000	over \$68,100

I give my permission for my daughter to visit Kenzie's CLOSET for a Prom Dress and accessories. I also give Kenzie's CLOSET permission to publish, photograph, videotape, or otherwise use this story and pictures of this experience for publicity purposes.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions to KENZIE'S CLOSET located at 2010 Madison Road  
in O'Bryonville (near Widmers)**

The phone number is 533-PROM (533-7766)

Metro bus routes: 11, 24, 69

From the North:

- Take I-71S to the Dana Avenue exit. Turn left onto Dana. Go ½ mile and turn right on Madison. Go through a couple of lights in a residential area. You will come to a major intersection that begins the O'Bryonville business district with stores on both sides. Look for Widmers on the right, and Kenzie's CLOSET is on the same side in the next block. It is less than a mile between the turn from Dana to Madison and Kenzie's CLOSET.

From Downtown Cincinnati:

- Take Columbia Parkway (US-50 East). Turn left onto Torrence Parkway. At the top of the hill **before** the light, Torrence spins off to the right, almost like a right turn and ends at Grandin Road. Turn left onto Grandin Road and bear left at the traffic light to Madison Road.

**REMINDER: STUDENT MUST BRING STUDENT ID TO THE APPOINTMENT.**

**For Office Use Only**

Date Referral Received \_\_\_\_\_ Date Contacted for Appointment \_\_\_\_\_

Contact Made by: \_\_\_\_\_ Spoke with Youth \_\_\_\_\_ Spoke with Parent \_\_\_\_\_ Left Message \_\_\_\_\_

Spoke with Other Adult (specify) \_\_\_\_\_

Date of Appointment \_\_\_\_\_ Comments: \_\_\_\_\_