

2023 Prom Shopping Season Information Packet

We are pleased to provide you with Kenzie's CLOSET Shopping Season information for 2023:

This packet includes:

1. Informational Letter
2. Shopping Days Calendar
3. Referral Form
4. Prom Policies & Procedures Guide
5. Frequently Asked Questions
6. Information Flyer to Hang in hallways/bulletin board for interested/eligible students
7. Recruitment Flyer for interested student volunteers



December 1, 2022

It's Prom Season 2023!

Kenzie's CLOSET is a nonprofit organization that provides prom dresses and accessories to high school students at no cost to those who are in current financial or personal need. **We are excited to be back for our 18th season welcoming students to our boutique to find the prom dress of their dreams!**

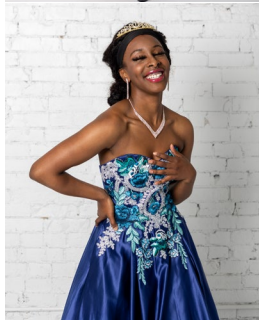
We are pleased to share with you the new Vision, Mission and Values that Kenzie's Closet will pursue now and into the future!

Our Vision: Inspiring high school girls to discover a sense of self-confidence, celebrate their individuality, and feel empowered.

Our Mission: Kenzie's Closet provides local high school girls fashionable formal prom attire through a one-of-a-kind shopping day.

Our Values: Our core values celebrate and champion a culture of respect, inclusion and enthusiasm!

- **Respect:** Everyone – shoppers, chaperones, student merchandisers, volunteer and staff – treats one another with kindness and compassion and are thoughtful of a shoppers privacy and dignity.
- **Inclusion:** At our boutique, we nurture and place significance on the well-being of the whole person, embrace differences, recognize individuality, and encourage all to show up as their authentic selves.
- **Enthusiasm:** We approach one another with a positive and upbeat attitude; engage one another with empathy and love and inspire confidence through uplifting and cheerful communication.



We want every young woman who shops with us to feel valued, heard and truly pampered during their visit. We want our student volunteers, our personal shoppers, our seamstresses, our chaperones and visitors to experience the same level of personal engagement, appreciation and camaraderie and leave smiling.

Last year, we modernized the booking system to include on-line booking. Please go to our website at www.kenziescloset.org to register. We now offer two convenient ways to book a shopping day:

- You may use the traditional Referral Form available in this packet and online.
- We have an online booking system on our website allowing students to self-refer as well as school officials to book for them.
- We are providing bus vouchers again this year for those students who will need transportation to and/or from the boutique on their shopping day.

The process for both referral types is outlined in this packet.

Please note the appointments are on a first come, first served basis. We encourage you to make referrals or book online as soon as possible. If you have a group of 6 or more girls on a single day, it's helpful to contact us in advance for planning purposes. Shopping Days for special needs students will be by Appointment Only determined by their specific needs and challenges that need to be addressed.

We have over 3,500 gorgeous dresses in stock – in countless styles, colors and designs – and in sizes 0 to 34. We can't wait to open our doors for the 2023 Shopping Season!

We know that Kenzie would be proud of the over 5,300 girls we've dressed so far and the evolution we are taking to ensure a truly meaningful experience at Kenzie's Closet. Please check our website at www.kenziescloset.org for more information and to book your referrals now!

Sincerely,



Kathy McDonald
Executive Director



Heather N. Batdorf
Community Engagement Manager



Becky Betsch
Boutique Manager



2023 Shopping Season Dates

Thursday	March 2, 2023	3:00-6:00 pm
Tuesday	March 7, 2023	3:00-6:00 pm
Thursday	March 9, 2023	3:00-6:00 pm
Tuesday	March 14, 2023	3:00-6:00 pm
Tuesday	March 21, 2023	3:00-6:00 pm
Thursday	March 23, 2023	3:00-6:00 pm
Tuesday	April 4, 2023	3:00-6:00 pm
Tuesday	April 11, 2023	3:00-6:00 pm
Thursday	April 13, 2023	3:00-6:00 pm
Tuesday	April 18, 2023	3:00-6:00 pm
Thursday	April 20, 2023	3:00-6:00 pm
Saturday	April 22, 2023	11:00-2:00 pm
Tuesday	April 25, 2023	3:00-6:00 pm
Thursday	April 27, 2023	3:00-6:00 pm
Tuesday	May 2, 2023	3:00-6:00 pm

Dates are subject to change and/or we may add additional Shopping Dates if needed.

We will send updates should that occur and check the website for details.

www.kenziescloset.org/shopdates



2023 PROM POLICY & PROCEDURES

Requirements to receive FREE prom attire at Kenzie's CLOSET

- The student must be enrolled in and attending an accredited state high school, or a home education program approved by a public school district.
- The student must have current financial or personal need as confirmed by School Personnel or Social Worker.
- Identification with a Photo, such as School ID card, driver's license, bus pass, etc. or proof of student status (school schedule, report card, transcript, written school district approval for home education program, etc.).
- Students under the age of 18 must be accompanied by a responsible adult on their shopping day.
- Students over the age of 19 need prior approval from the Executive Director.

What is the Referral process?

- Student contacts their school counselor, psychologist, school administrator, or social worker for a referral form.
- Student/Parent/ Guardian completes the referral form and returns to Administrator.
- The school Administrator will verify financial need and submit the referral form directly to Kenzie's CLOSET via online form or email. Kenzie's CLOSET will email a response with a confirmation appointment date and time to the student. We will email an "Appointment Reminder" to the Administrator / student.
- Student must bring their "Appointment Reminder" Form (either printed or viewable on a phone) and photo ID to their appointment.

What is the Online Booking process?

- A student may go online to our Shopping Calendar and select a date, complete the form and provide the information needed to book.
- We will verify the student's eligibility with the school once we receive the booking and coordinate any final details and/or transportation needs.

Shopping Day Guidelines

- Our door opens at 3:00 pm and the last girl is admitted at 4:30 pm.
- If you can't make it to your appointment, contact us more than 24 hours before appointment at 513-533-7766 or email at info@kenziescloset.org . Appointments are rescheduled at our discretion.
- No food, drink, or children under the age of 13 are permitted in Kenzie's CLOSET.
- Student walk-ins cannot be accepted. You must have an appointment.
- Because of space limitations, students may bring ONLY ONE adult into the building. Your accompanying adult will wait for you in our lobby area; they will not be permitted to enter the shopping area.

Please Note: Kenzie's CLOSET staff and volunteers work hard to ensure a welcoming, respectful, and safe environment for your students' shopping day. We reserve the right to refuse admission to any student and/or accompanying adult who cannot abide by the written rules as determined by the sole discretion of Kenzie's Closet.



REFERRAL FORM - 2023 PROM SEASON

Each student receives a dress, shoes, purse, and 2 pieces of jewelry at no cost. The student must be enrolled in and attending an accredited state high school, or a home education program approved by a public school district. The student must have current financial or personal need as confirmed by School Personnel or Social Worker.

School Personnel or Social Worker:

1. Refer **only** students who are unable to attend prom without our assistance.
2. Send this form to info@kenziescloset.org or complete the online registration form at www.kenziescloset.org.
3. **After we receive a referral, Kenzie's CLOSET will:**
 - a. Send a confirmation to the contact information provided on the form.
 - b. Provide you a list of students from your school who we have confirmed for shopping.If you do not receive a confirmation or have any questions, please let us know!

Student: Please bring: A photo ID (school ID, Driver's license, report card, bus pass, etc.).

1. **Arrive between the hours of 3-4:30 pm during our traditional after school shopping dates. Our last girl will be admitted at 4:30 pm.**
2. If you can't make it to your appointment, please contact us as soon as possible at 513-533-7766, cancel your appointment online or email at info@kenziescloset.org. Appointments are rescheduled at our discretion and on a first come, first served basis.
3. Because of space limitations, students may bring **ONLY ONE ADULT** into the building. Student shoppers under 18 must be accompanied by an adult.
4. Your accompanying adult will wait for you in our lobby area; **they will not be permitted to enter the shopping area.** You will be paired with a personal shopper who will assist you.
5. **No children under the age of 13** are permitted in Kenzie's CLOSET. **No exceptions.**
6. Parking is available in a pay parking lot behind our building, or on the street with parking meters.

☐ I have read, understand, and agree to the rules and procedures as outlined above.

Signed (Referrer): _____ Signed (Student): _____

TO BE COMPLETED BY SCHOOL PERSONNEL OR SOCIAL WORKER

School/Agency: _____ Administrator: _____

Administrator Phone #: _____ Email: _____

Name of Student Referred: _____ Date of Prom: _____

Special Needs: Yes / No Pregnant: Yes / No

☐ This student will need a bus voucher for transportation.

☐ I and/or a school representative will be providing transportation to/from the boutique.

☐ To the best of my best knowledge, this student would be excluded from prom without assistance.

TO BE COMPLETED BY STUDENT

Your accompanying adult will wait for you in our lobby area and is not permitted into the shopping area. You are paired with a personal shopper for your boutique experience.

Student Email: _____

Address: _____ Apt. # _____

City: _____ Zip: _____

Cell phone #: _____ Age: _____ Date of Birth: ____/____/____

Circle One African American/Black Caucasian/ White Hispanic/Latino Asian Multiracial

SHOPPING DAY PREFERENCE

- | | |
|---|---|
| <input type="checkbox"/> Thursday, March 2 | <input type="checkbox"/> Thursday, April 13 |
| <input type="checkbox"/> Tuesday, March 7 | <input type="checkbox"/> Tuesday, April 18 |
| <input type="checkbox"/> Thursday, March 9 | <input type="checkbox"/> Thursday, April 20 |
| <input type="checkbox"/> Tuesday, March 14 | <input type="checkbox"/> Saturday, April 22 |
| <input type="checkbox"/> Tuesday, March 21 | <input type="checkbox"/> Tuesday, April 25 |
| <input type="checkbox"/> Thursday, March 23 | <input type="checkbox"/> Thursday, April 27 |
| <input type="checkbox"/> Tuesday, April 4 | <input type="checkbox"/> Tuesday, May 2 |
| <input type="checkbox"/> Tuesday, April 11 | |

Signature (must be 18 or older to sign): My signature certifies that (a) the above information is accurate, and (b) that I give permission for the student to receive a prom dress and accessories.

Signature: _____

TO BE COMPLETED BY PARENT (OR STUDENT IF 18 YEARS OR OLDER)

PHOTO CONSENT RELEASE

☐ I authorize **Kenzie's CLOSET** to photograph, videotape, and use my image for any purpose in social media, digital and/or printed material.

Name: _____

Relationship: _____

Phone Number: _____

Circle: Work Cell Home

Signature: _____

Date: _____

DIRECTIONS: We are located at 2010 Madison Road, Cincinnati, Ohio, 45208 in O'Bryonville. We share the same building as *Lily Pad* (street level). Enter thru the double doors down to the **lower level**. Our location is conveniently located on **Bus Routes 11 and 24**. Detailed directions will be on your "*Appointment Reminder*" e-mail.

Need a Prom Dress?

WE CAN HELP!



Kenzie's
CLOSET

Prom can be expensive! Kenzie's CLOSET provides prom attire free of charge to high school girls in financial or personal need.

For information, your school contact:

Name of School or Agency contact

www.kenziescloset.org

513.533.7766 or info@kenziescloset.org



Volunteers Wanted



EARN COMMUNITY CREDIT HOURS
& HAVE A GREAT TIME!

At Kenzie's CLOSET, we provide free prom dresses to girls in financial or personal need. Did you know that high school students can volunteer at our boutique? You may even earn Community Service Hours for your role in helping a friend or classmate find the dress of their dreams!

For information call 513.533.7766, email info@kenziescloset.org or www.kenziescloset.org



FREQUENTLY ASKED QUESTIONS

1. How do I apply?

You may apply with our online booking system to self-refer, use our traditional referral packet, or visit us online at www.kenziescloset.org

2. Can I apply myself or how does this work?

You may apply yourself with our self-referral form. We will verify the information with your school administrator or social worker and send you a confirmation.

3. How do I know I am eligible?

Any high school girl attending an accredited high school or home school attached to a public school who demonstrates a financial or personal need is eligible to shop at Kenzie's Closet.

4. Does it cost me anything?

There is no cost to you.

5. What do I receive on Shopping Day?

You will receive a dress (on-site alterations will be available if needed), 2 pieces of jewelry, a purse and a new pair of shoes.

6. How does it work?

You will arrive at the boutique on your scheduled shopping day and assigned a personal shopper for the day. Your personal shopper will help you find the dress of your dreams.

7. Do I get to keep my outfit?

Yes, the outfit and accessories are yours to keep.

8. Do I get to take it with me the same day I am there?

You may take it with you on the same day unless longer than normal alterations are needed.

9. Do you have transportation/How do I get there?

We are providing day Metro passes to students free of charge. We also have parking available behind our building or metered street parking. Our address is 2010 Madison Road, Lower Level, Cincinnati, Ohio, 45208. We are located in O'Bryonville on the bus route.

10. Can I bring someone with me?

Yes, you may bring one person with you. If you are under the age of 18, you must be accompanied by an adult. No one under the age of 13 is permitted in the boutique.

11. What if I can't make it that day? Can I reschedule?

Please contact the office at 513-533-7766, cancel online or email admin@kenziescloset.org. We will do our best to reschedule you for another shopping day based on availability.

12. Can I donate my dress back to Kenzie's Closet?

Yes, you may donate back to Kenzie's Closet. Donations can be dropped off at Appearance Plus at 3505 Erie Avenue Cincinnati, Ohio 45208 or Appearance Plus at 6812 Clough Pike Cincinnati, Ohio 45244. Continue to check www.kenziescloset.org for other locations to be added.

13. What happens during bad weather or snow days?

In the event of inclement weather, we will reschedule your day. Kenzie's Closet will advertise on all local news stations and our website.

For any other questions you have, please call Heather at 513.533.7766 or email at heather@kenziescloset.org



FREQUENTLY ASKED QUESTIONS - Volunteers

1. **How do I sign up?**

Please sign up on our website www.kenziescloset.org. Shopping days and times are on the website. If you have a large group who would like to volunteer together, please contact heather@kenziescloset.org and we will schedule you for a day.

2. **What do I wear?**

You will be given a new Kenzie's closet shirt to wear upon your arrival. This is yours to keep and we ask you wear it each time you volunteer.

3. **What if I can't make it the day I signed up?**

Please email heather@kenziescloset.org or call the boutique at 513-533-7766 as soon as you know you cannot keep your volunteer shift. If additional shifts are available, you are welcome to reschedule.

4. **How does this work?**

You will arrive in the boutique 15 minutes before your scheduled time. We will provide you with some instructions. We will assign you to a girl to help her find her dream dress, shoes and bling for her big day.

5. **What types of volunteering opportunities are available on Shopping Days?**

We need personal shoppers, seamstresses, high-school volunteers, and merchandisers.

For any other questions you have, please call Heather at 513.533.7766 or email at heather@kenziescloset.org