



2022 PROM POLICIES & PROCEDURES

Requirements to receive FREE prom attire at Kenzie's CLOSET

- Students must be enrolled in and attending an accredited state high school or homeschool education program.
- The student must have current financial or personal need as verified by school personnel or social service agency personnel.
- Identification with a Photo, such as School ID card, driver's license, bus pass, etc.
- Students under the age of 18 must be accompanied by an adult on their shopping day.
- Students over age 19 need prior approval from the Executive Director.

What is the Administrator Referral process?

- Student contacts their school counselor, psychologist, school administrator, or social worker for referral information and assistance. They will coordinate the submission of the Referral Form to Kenzie's Closet.
- Student/Parent/ Guardian completes the referral form and returns it to their school administrator.
- The school administrator will verify financial or personal need and submit the form directly to Kenzie's CLOSET via the online referral form, email attachment or our online booking system.
- Kenzie's CLOSET will email a response with a confirmation appointment date and time to the student or administrator.
- One week before the student's appointment, an "Appointment Reminder" form is texted or emailed to the administrator/student.

What is the Online Booking process?

- A student or teacher/counselor may book their shopping day online via our Shopping Calendar. They can independently select a date, complete the booking form and provide the information needed to secure their spot.
- We will verify the student's eligibility with the student and the school and coordinate any final details and/or transportation needs with a school administrator.
- An automated confirmation will be sent to the student outlining the appointment details.

Shopping Day Guidelines

- Our door opens at 3:00 pm and the last girl is admitted at 4:30 pm so that we may end on time.
- If you can't make it to your appointment, please cancel your online booking via the calendar, contact us as soon as possible at 513-533-7766 or email us at admin@kenziescloset.org.
- Appointments are rescheduled at our discretion.
- If you don't show up for your appointment, you will not be rescheduled without permission from the Executive Director.
- No children under the age of 13 are permitted in Kenzie's CLOSET. No exceptions.
- No cell phones in the boutique shopping area. Be advised that cell phone service is unreliable in our lower level.
- Student walk-ins will not 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 in the boutique. A personal shopper will be assigned to assist with the selection of prom attire.

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 staff.