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 be have current financial or personal need as confirmed by School Personnel orSocial 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 adulton their shopping day.
- Students over age 19 need prior approval from the Executive Director.

What is the Referral process?

- Student contacts their school counselor, psychologist, school administrator, orsocialworker for a referral form.
- Student/Parent/ Guardian completes the referral form and returns toAdministrator.
- 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. Students must arrive no later than 4:00 p.m. in order to be dressed that day.
- If you can't make it to your appointment, please cancel your appointment ASAP at 513-533-7766 or email at info@kenziescloset.org . Appointments are rescheduled at our discretion.
- No 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. The accompanying adult will wait for you in our lobby area; they will not be permitted in 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.*