



Serving Kids Clothing Program is a program sponsored by the Jeffco Public Schools associations, JCAA, JCEA, CSEA, PTA and The Jefferson 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: _____ Daytime Phone: _____

Employee's Job Title: _____ Voice Mail: _____

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

Student's Information:

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

Student's School: _____ (Optional) Circle **Y** or **N**

Clothing Items Needed Please limit quantity to 3-4 day's wardrobe. Be Specific: Girls Blouse, Boys Coat, Boxers, etc.	Quantity	Sizes Be Specific: i.e. Girls 10, Childs 6, Womens 8, Junior 7, Boys 7 Slim, Mens 38 W - 30 L Jeans

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), and type of clothing, coats, shoes, underwear, etc. (Underwear, socks, and bras will be new. Shoe gift certificates are available.) We like to know preferences (style, color) but if we do not have the style requested, we will select a substitute.
3. Fax the form to **(303) 278-2343**.
4. Allow one week for processing.
5. You will be called by a volunteer when the order is filled and ready to be picked up.
6. Pick up the order at the Manning Option School's main office during school hours, preferably 9 AM – 2 PM.
Manning Option School: (32nd and Alkire) 13200 W. 32nd Ave., Golden, CO 80401

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 Mike Long with JCAA at (303) 982-6839.

OFFICE USE ONLY: Name of Volunteer Completing the Order: _____
Date Order Completed and School Called: _____