

## Clothes Closet Guidelines

### **Closet Location: SSC, Rm. 232**

The Career Readiness Center (CRC) is privileged to host the HSC Professional Attire Closet, available for all students at no cost, unlimited use professional clothing and accessories. If you are in need of professional wear, whether is be for a presentation, conference, job interview, or other formal event and don't want to break the bank, please help yourself to the available inventory—yours to keep. The closet is continuously stocked with a wide array of professional accoutrements in an assortment of styles, sizes, and occasions, all generously donated and reviewed for quality.

#### **For Walk-In Visits:**

- A maximum of 2 students may be in the closet at one time.
- Students may take up to six (6) items per visit.
- Upon taking any items, please fill out the checkout sheet with the following: Date, tag numbers of each item (if applicable), and total number of items taken.
- Please do not leave clothes lying around and out of place; please put things back in their place as best as you can.
- There is no time limit for a visit, however please be mindful of any students who may be waiting.
- It is not required for a member of the CRC team to be present to assist you, but may be reached for any questions.
- All items are free for students to take, with no expectation for return.

#### **For Scheduled Appointments (optional):**

- If you would like to meet with a CRC team member, you can schedule an appointment through Symplicity or by emailing [careercenter@unthsc.edu](mailto:careercenter@unthsc.edu).
- Scheduled appointments are 30 min long and any tardiness will not result in additional time added to the appointment.
- Students may take up to six (6) items per visit.
- A member of the CRC team may be present if assistance is needed.
- All items are free for students to take, with no expectation for return.

## Clothing Donation Guidelines

Please contact us at [careercenter@unthsc.edu](mailto:careercenter@unthsc.edu) or (817) 735-5020 to inquire about clothing donations. **No drop-offs please!** Inventory changes periodically and our storage space is limited.

For potential donors, we are only accepting new and slightly used work clothing items per the following procedures:

- Please make sure all donated items have been recently cleaned and are in wearable condition
- All donated items must be packaged and delivered in bags (plastic or paper)

For any questions or concerns, contact [careercenter@unthsc.edu](mailto:careercenter@unthsc.edu).