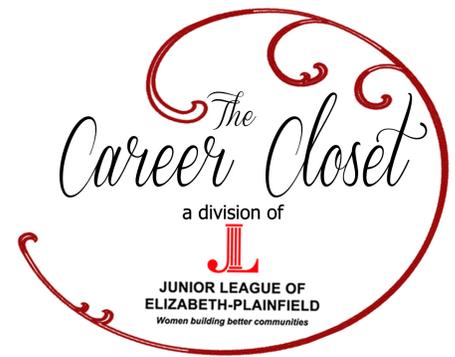


## How Does Career Closet Work?



1. All clients must be referred by a non-profit or government agency. Agencies will need to email Career Closet at [careerclaset@jlepnj.org](mailto:careerclaset@jlepnj.org) to request an appointment. The appointment must be made by a non-profit or government agency and not the individual.
2. Career Closet will respond letting you know if space is available, or provide alternative dates with availability. Please keep in mind we are 100% volunteer organization and will respond to your email as quickly as possible.
3. A completed enrolment form must be email to [careerclaset@jlepnj.org](mailto:careerclaset@jlepnj.org) at least a day before the appointment. Clients will also need to bring a copy of this form. (Although blank copies will be available for them to complete if they get lost.)
4. The client will need to arrive no later than an hour after the schedule start time of appointment. If they are late, their appointment may have to be rescheduled. **Please note if a client cancels more than 2 appointments they will not be allowed to reschedule.**
5. A client may not come to Career Closet more than once. If there are extenuating circumstances for a client, please contact us.
6. Once the client arrives they will meet with a volunteer. They will work together to choose a work wardrobe of 8 pieces and a pair of shoes for the client. Depending on the donations we receive, Career Closet may also be able to provide additional items such as a purse and a bra. **Please note our inventory is provided through donations, we will try to accommodate all size requests we receive.**

It is our goal to ensure each client feels confident and comfortable in the clothing that they choose.

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*A member of The Association of Junior Leagues International Inc*