

Welcome Inn Clothing Closet Guidelines:

The Clothing Closet is open Monday-Friday from 10am-1pm

Because Welcome Inn never has enough clothing to meet the needs of our guests, limitations are placed on certain items. Our current limitations are listed below. Additionally, some of our guests might already have ill-fitting items that can be exchanged for alternate versions (Exchange items). The items listed below are what Welcome Inn **hopes** to provide our guests and serves as no guarantee of our ability to do so. Our goal is to ensure that we don't provide multiple items to a guest before we are certain that doing so doesn't cause another to go without.

Men:

- Boots: 1 pair per season. Exchange item
- Coat: 1 per season. Exchange item
- Shoes: As needed. To be determined by clothing room volunteer. Exchange item
- Long-johns: 1 pair per season
- Jeans/Pants: Every other week
- Shirts: Weekly
- Underclothes: Twice weekly

Women:

- Boots: 1 pair per season. Exchange item
- Coat: 1 per season. Exchange item
- Shoes: As needed. To be determined by clothing room volunteer. Exchange item
- Long-johns: 1 pair per season
- Jeans/Pants: Twice Weekly, multiple items if available
- Shirts: Twice Weekly, multiple items if available
- Underclothes: Three times weekly

All guests receiving services from the Clothing Closet:

- Must be a registered guest of Welcome Inn
- Must be eligible based on the above limitations
- Must sign in for the Clothing Closet specifically
- Must follow the order of the sign in sheet
- Will present the volunteer with their name badge that has their first and last name so that a Clothing Closet log entry can be made

All volunteers working in the Clothing Closet:

- Will work only with guests whose names are on the Clothing Closet sign in sheet
- Will adhere to the above limitations when distributing clothing
- Will complete a Clothing Closet log entry on each guest who received clothing
- Understand that in the absence of guests, sorting and organizing are very helpful to the next day's shift

Exceptions are always possible. Please discuss your requests with a manager in the absence of the guests.