

Welcome to Dress for Success Columbus!

Please read the following Client Engagement Agreement and sign. A signed copy will be kept in your confidential Client file.

- No request for information will be released to others without your written consent.
- Dress for Success Columbus does not discriminate on the basis of race, religion, color, age, national origin, disability, gender, sexual orientation or marital status.
- Clients are treated with dignity, respect, and receive prompt, confidential, courteous suiting and counseling services from knowledgeable, trained Volunteers and Staff Members.
- Clients select professional business attire that is appropriate size, if available in the agency. If you cannot find items to your liking, a note will be made and another appointment can be scheduled when different inventory is secured.
- Clients are welcome to avail themselves to a comprehensive assessment of their job readiness and interview skills with a Career Counselor.
- Clients receive prompt and accurate information about our services. Questions and concerns are answered promptly and accurately.
- Clients can refuse any service offered by Dress for Success Columbus, and discontinue their relationship with Dress for Success Columbus at any time.
- Clients are not required to participate in public appearances, make public statements of gratitude to the organization, or participate in research studies.
- Clients can express dissatisfaction with services provided and file a grievance. To do so, contact: Vicki Bowen Hewes, CEO, 614-291-5420 ext 14.
 - An incident form will be written for any Client misconduct, including disrespectful behavior and/or language to Clients, Volunteers, Donors, or Staff. Services may be terminated if any Client refuses to cooperate with Dress for Success Columbus.
 - Dress for Success Columbus maintains a NO ALCOHOL & DRUG policy. If any Client is suspected of alcohol or drug use/possession, services immediately terminate.
 - Clients may opt-in to receive text messages from Dress for Success Columbus regarding mission programs. Clients may opt-out at any time by contacting Dress for Success Columbus in writing.

I, _____, would like to receive text messages from Dress for Success Columbus regarding programs. Cell phone number (_____) _____

Signature: _____ Date: _____

Print Name: _____

- Place personal belongings in a secure place or with you while you are at the agency. Dress for Success Columbus is not responsible for personal belongings.
- Keep walkways free of items to avoid trip hazards, especially for those carrying clothing. Loose objects can cause someone to slip or fall.
- Two (2) restrooms are located at the back of the agency, near Donations Intake. Clothing/apparel from Suiting Boutique is not to be taken to the restrooms. Please leave selected items from Suiting Boutique in assigned fitting room while using restroom.
- Be sure to inform Dress for Success Columbus staff in advance of any physical limitations or concerns to accommodate any such issues. Examples:

Balance issues Mobility concerns Allergies to fabrics, cosmetics etc.
- In case of emergency, a First Aid Kit located in front office file cabinet.
- Exits are located at the front and back doors of Dress for Success Columbus. We request Suiting and Career Center Clients enter/exit front door.
- Fire safety: In case of fire, proceed to the nearest exit (either front or back door) and evacuate immediately.

Signature: _____ Date: _____

Print Name: _____

RELEASE FOR PUBLICATION

I agree to allow myself to be photographed, videotaped and/or tape recorded for the purpose of publicity for Dress for Success Columbus which will become the owner of this material. My signature permits this organization to use my image without subsequent permission. I am at least 18 years of age and fully understand this agreement.

Signature: _____ Date: _____

Print Name: _____

I do not agree to be photographed, videotaped and/or tape recorded for the purposes of publicity for Dress for Success Columbus.

Signature: _____ Date: _____