

The logo for BCCPTA Clothing Bank features the acronym "BCCPTA" in a stylized, hand-drawn font. The letters are connected and have a wavy, scribbled appearance. Above the "B" and "A" are decorative flourishes that resemble the ends of clothes hangers. Below the acronym, the words "Clothing Bank" are written in a simple, clean, sans-serif font.

**BCCPTA**  
C l o t h i n g B a n k

505-344-7481

Aug 2007

**TO: Principals, Counselors, Nurses, and Parent Organizations**

**RULES FOR PTA CLOTHING BANK**

Due to the large number of students we see approximately 2,800 students a year - the following procedures have been established to help better meet the needs of the students. Please be sure these procedures are available to anyone and everyone involved in bringing students to the BCCPTA Clothing Bank.

**DUE TO VARIOUS SITUATIONS EACH YEAR - ALL RULES WILL BE STRICTLY ENFORCED.**

- The BCCPTA Clothing Bank is open to serve students (K-12) and receive donations **Tuesday through Friday from 9:00am to 1:00pm.** The BCCPTA Clothing Bank follows the traditional school calendar for all holidays. If school is delayed or canceled due to weather, the BCCPTA Clothing Bank will be CLOSED.
- Only students **IN NEED** should be brought to the BCCPTA Clothing Bank. These needs are determined at the school by a teacher, counselor, nurse or principal, who then must verify the need with the parent or guardian. Once a need has been established the school then obtains a signed APS permission slip and is responsible for transporting the student to the Clothing Bank. **Two permission slips are required for all students at all schools.** Be sure drivers have permission slips with them. One permission slip will be left at the Clothing Bank.
- Only school staff members or parent volunteers, with a background check completed by APS, may bring students to the BCCPTA Clothing Bank. The driver must remain with the student(s) at the Clothing Bank. Drivers are responsible for the student's behavior while at the Clothing Bank. Parents or guardians may NOT accompany their own student(s) to the BCCPTA Clothing Bank.  
**NO exceptions can be made.**
- A maximum of **four** students per elementary school per day. A maximum of **two** students per middle school, high school or alternative school, per day are allowed. Please do not bring more students than allowed we will not clothe them.
- A student may be brought to the BCCPTA Clothing Bank twice a year once during the fall semester and once during the spring semester. If the student's need is greater than this, please contact us first.

**Thanks for your cooperation!!!!**