



## FREE THE GIRLS DROP-OFF LOCATION GUIDELINES

Thank you for your interest in becoming an official Free The Girls bra drop-off location! Collecting bras at your business, office, place of worship, or school is a great way to support Free The Girls, be an Everyday Abolitionist, and join the global fight against human trafficking in your own community! We could not provide economic empowerment to survivors of human trafficking without the support of generous businesses, organizations, and individuals like you!

### Free The Girls (FTG) Drop-Off Location Requirements:

To become a drop-off location, you must meet the following requirements:

1. Have a location open to the public, such as a business, place of worship, or school.
2. Not be associated with a business or organization that exploits, sexualizes, or objectifies anyone - women, children, or men. We believe in the inherent worth and value of every individual, thus potential drop-off location approval will be at the discretion of FTG staff.
3. Read, sign, and return our official drop-off location agreement.
4. Provide the following information to be listed on our website: organization name, address, contact person, email, phone number, website (if available) and social media handles (if available).
5. Agree to notify FTG with changes to any of the items in #4
6. Agree to cover the expense and periodically ship any collected bras to Free The Girls, 1552 Pioneer Trail, Chesterton, IN 46304. (Email us about a great cost-saving way to ship to us!)
7. Provide bra donors with a bra donation acknowledgement form upon request.

### Accepting donations:

- On our website and in our emails, we direct people to drop-offs if they have five (5) or fewer bras to donate. You have the right to refuse a donation if the quantity of bras a donor is attempting to drop off would place an undue financial burden on you in terms of storage or shipping the bras to us. Such donors should be directed to ship bras directly to FTG.

### Use of Free The Girls (FTG) Name, Logo, and Promotional Materials:

- FTG will provide drop-off locations with digital access to our media kit. The media kit will include logos, photos, signage, and other promo materials and may be updated periodically.
- On occasion, drop-off locations may be furnished with other promotional materials such as signs, decals, postcards, brochures, info sheets, a collection bin, etc.
- If you require something specifically, please don't hesitate to reach out to us and we can collaborate for what you need.

### Social media and website:

- We LOVE to hear from you and see what's going on! Please share about and tag FTG whenever you'd like! We love reposting what our incredible drop-offs are doing around the world! Facebook: @freethegirls Instagram: @freethegirlsbras
- From time to time FTG may share posts and information online regarding drop-off locations. FTG will use its discretion in choosing which drop-off locations will be promoted on our website or social media.
- Just as you respect your clients/customers, we do, too! We will never give your personal information out, and neither will we give our supporter contact information to any businesses or organizations including you, no matter how much we love you!

### Fundraising/Financial/Acknowledgments:

- If you want to run a promotion, you absolutely can offer discounts or specials deals for anyone who brings in a bra to donate. If you choose to fundraise for the benefit of FTG, any promotional materials must clearly state the amount or percentage of proceeds that will be donated to FTG. For example, \$1 for every bra donated or 50% of the proceeds on a certain day will be donated to Free The Girls. Such funds should be submitted directly to FTG at the end of the promotional period.
- FTG is the beneficiary—not the sponsor/host/partner—of your fundraising efforts. Publicity should list you as the sponsor/host of the fundraising event followed by "...benefiting Free The Girls."
- FTG will provide drop-off locations with a digital version of a bra donation acknowledgement form which the drop-off location agrees to print out and provide to bra donors upon request. Individual donors will not be otherwise formally acknowledged by FTG without prior approval.

### Government Regulations and Licensing:

- If required by any regulating agency the drop-off location agrees to obtain any required permits or licenses that may be required under local regulations.
- All activities taking place in connection with being a bra drop-off location must be legal, according to local, state, and federal regulations.

### Periodic Review of Drop-Off Locations:

- FTG will periodically review drop-off location listings to confirm the information listed is accurate and that drop-off locations are actively participating in collecting bras. If your information changes or you wish to stop acting as a drop-off location, please contact us at [dropoff@freethegirls.org](mailto:dropoff@freethegirls.org) so we may update our records accordingly.

We understand that every location is unique, and if your particular location or situation does not conform to the guidelines listed, please contact us at [dropoff@freethegirls.org](mailto:dropoff@freethegirls.org) with your concerns. We value our relationship with you and will do everything we can to make your drop-off location successful! We are grateful for you!

[www.freethegirls.org](http://www.freethegirls.org)