

# Houston Children's Charity Agency Request Form for Clothing



**Date:**

<b>Organization Name:</b>		
<b>Organization Address (including city, state, zip):</b>		
<b>Contact Name:</b>	<b>Email Address:</b>	
<b>Business Phone:</b>	<b>Business Fax:</b>	<b>Web Address:</b>

**Please provide information about the family below:**

<b>Name:</b>	<b>Preferred Language (circle one):</b> Spanish/English	
<b>Address:</b>		
<b>City, State Zip:</b>		
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Work Phone:</b>
<b>Email address:</b> (as an alternate method of contact)		

<b>How many children are in the family's care / legal custody? (Please note ages below)</b>				
<b>Boys Ages:</b>				
<b>Girls Ages:</b>				

<b>Has Houston Children's Charity offered assistance to this family in the past?</b>	<b>YES</b>	<b>NO</b>
<b>If yes, when? (program and year)</b>		

Please advise the family of the following information:

- A representative of HCC will contact the family within 30-60 days utilizing the information listed above to schedule a Closet visit; if we are unable to reach the family we will advise the contact person listed above.
- If the family changes their contact information, they (or you) need to advise us so that we can keep our records up to date and ensure our ability to reach them in a timely manner.

**Please mail or fax this completed form to the following address:**

Houston Children's Charity  
HCC Closet  
5161 San Felipe Ste. 320-216  
Houston, TX 77056  
Phone: 713-864-2824 Fax: 713-524-3199