

CLAY COUNTY CLOTHES CLOSET "Serving Clay County Since 1959"  
 P.O. Box 46625  
 Kansas City, MO 64188  
 816.454.3960

[ccclothescloset@gmail.com](mailto:ccclothescloset@gmail.com)  
[www.claycountyclothescloset.org](http://www.claycountyclothescloset.org)



**REFERRAL FORM -- COMPLETION BY REFERRING AGENCY ONLY**

All referrals must be completed in full. Please submit completed form to: [ccclothescloset@gmail.com](mailto:ccclothescloset@gmail.com)  
 CCCC Appointment Scheduler will email appointment date and time to Referring Agency.

Referral Date: \_\_\_\_\_ Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_  
 (Street) (Apartment /Other)

\_\_\_\_\_  
 (City) (Zip Code) (County)

Client's Phone: \_\_\_\_\_  
 (Home) (Cell Phone)

Client's Email: \_\_\_\_\_

Has Client received clothing in the last (12) months? Y\_\_\_ N\_\_\_ If so, when? \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

**Individuals in Household to Receive Clothing**

Name	Age	M / F	Name	Age	M / F
1. _____	_____	_____	7. _____	_____	_____
2. _____	_____	_____	8. _____	_____	_____
3. _____	_____	_____	9. _____	_____	_____
4. _____	_____	_____	10. _____	_____	_____
5. _____	_____	_____	11. _____	_____	_____
6. _____	_____	_____	12. _____	_____	_____

Referring Agency \_\_\_\_\_ Name \_\_\_\_\_

Email (**Required**) \_\_\_\_\_

**CLAY COUNTY CLOTHES CLOSET GUIDELINES**

1. The Clay County Clothes Closet serves **residents of Clay County only**.
2. Clothing will be given only to individuals **present** at appointment and **listed** on referral form.
3. School age **children must be present with parent or guardian** for appointments.
4. **Adults are responsible for their children in the reception room.** Adults are asked to remain in the front reception room while their children are being fitted. Another adult will need to be present to watch their children in the reception room while the adult is being fitted.
5. Clients may be served by the Clay County Clothes Closet **once every 6 months by referral**.
6. **Clients who are contagiously ill will not be seen that day.** Please call for another appointment day.
7. Clients are asked to bring a **LARGE trash bag for each individual** receiving clothing.

Clay County Clothes Closet is located at 3939 N. Cleveland, Kansas City, MO 64117

**For Completion By CCCC Appointment Scheduler:**

Appointment Date/Time \_\_\_\_\_ / \_\_\_\_\_