



Many ACSB clients are released from custody in poor attire, e.g., wearing jail issued clothing or dirty/damaged clothing. Many clients also lack items needed for basic hygiene.

ACSB is initiating a **voluntary** project to assist these clients as they transition to independence. An area in Conference Room A on the 2<sup>nd</sup> floor will be set up to collect donations of clothing and personal items for distribution to clients.

**Target populations:** Clients with inappropriate attire (e.g., jail garb) or damaged and/or soiled clothing, homeless clients, clients in need of business attire to attend job interviews, and other clients needing assistance with clothing or personal items.

#### Rules and Guidelines

1. All donations are strictly voluntary. Any form of coercion to solicit donations is prohibited.
2. Employees shall not take any donated items for their own use. Donated items are for ACSB clients ONLY.
3. Clothing items and footwear must be clean, and new or in good condition.
4. Hygiene products must be unopened and shall not exceed the expiration date (if applicable).
5. Items that may be donated are limited to the items specifically listed in these Guidelines. Any other items will not be accepted. The project coordinator also reserves the right to not accept items, such as when there is an excess of certain items.
6. All clients who are allowed access to the donation area must be accompanied by an ACSB employee. Each client may select different types of items, but is only allowed one quantity of each item, e.g., client can get 1 shampoo, 1 towel, 1 pair of jeans.
7. Do not access the donation area when the Conference Room is in use.

#### Desired Hygiene/Personal Products:<sup>1</sup>

- Shaver
- Shampoo (conditioner optional)
- Body scrubber
- Body soap/wash
- Feminine products (tampons/pads)
- Toothpaste/toothbrush
- Band aids
- Beach mats, beach towels
- Backpack/tote bag/purse
- Hair brush/comb
- Deodorant
- Shaving cream

#### Desired clothing items:

- Business tops
- Dress pants
- Shirts/T-shirts
- Shorts
- Jackets
- Jeans
- Socks
- Skirts/dresses
- Underwear/bras (new only)
- Footwear/slippers

To donate items, or you have questions, please contact the Coordinator, Kacy Oshita at 441-8966

[Kacy.M.Oshita@courts.hawaii.gov](mailto:Kacy.M.Oshita@courts.hawaii.gov).

**Preferred drop-off days are Fridays. Donation area is the back section of Conference Room A. ACSB reserves the right to dispose of items that remain undistributed. ACSB may end the project at any time without notice.**

To report concerns, contact Sec. Admin., Crystal Foess at 441-8971  
[Crystal.L.Foess@courts.hawaii.gov](mailto:Crystal.L.Foess@courts.hawaii.gov).

<sup>1</sup> Unused hotel products are ok