

# YOUTH REFERRAL FORM 2009-2010 School Year

Prom Dresses and Accessories  
at no cost to high school  
juniors and seniors



By referral only from  
school staff or case worker

**How to Refer:**

1. Complete **both** pages of this form. Please print legibly. Only this form will be accepted.
2. Fax form to **513-533-0019**. Only this fax number will accept forms.
3. You will be notified of the student's appointment day and time. It will be your responsibility to relay the information to the student. If you have not heard back from **Kenzie's CLOSET** within five business days of sending fax, please contact us at 513-533-7766.

**THIS FORM MUST BE COMPLETED PROPERLY TO BE CONSIDERED.**

**Important Information for Students:**

- Each student must have a school ID card with a photo or other photo ID such as a drivers license and proof of student status (report card, transcript). **NO ID, no dress!**
- Please be on time for your appointment. If you are going to miss the appointment, you must call in advance to reschedule. New appointments for those who do not call will require a written excuse and shall be given only at the discretion of the Executive Director or Assistant Director.
- If under 18, student must be accompanied by an adult. Walk-ins will not be accepted.
- NO babies or other children will be permitted inside Kenzie's CLOSET.

**TO BE COMPLETED BY SCHOOL STAFF OR CASE WORKER**

School/Agency _____	Referring Person _____
Referring Person Phone # _____	Contact Email _____
Name of Referred Youth _____	
Name of School _____	Have you referred to us before? Y___ N___
Grade _____	Comments or Special Needs _____

TO BE COMPLETED BY YOUTH

Address _____	Apt # _____	City _____	Zip _____															
Telephone # _____	Age _____	Date of Birth _____																
Ethnicity (please circle one) African American Asian Bi-Racial Caucasian Hispanic Other _____																		
Please circle sizes:																		
Dress	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	
Shoe	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10.5	11	11.5	12	12.5	13
Favorite Color _____	Date of Prom _____	School _____																

**TO BE COMPLETED BY PARENT (or youth if 18 or over)**

Please circle the appropriate income level:

**Household size**

<b>1 person</b>	<b>2 persons</b>	<b>3 persons</b>	<b>4 persons</b>	<b>5 persons</b>	<b>6 persons</b>	<b>7 persons</b>	<b>8 persons</b>
\$13,550 or less	\$15,500 or less	\$17,400 or less	\$19,350 or less	\$20,900 or less	\$22,450 or less	\$24,000 or less	\$25,550 or less
\$13,551- \$22,550	\$15,501- \$25,800	\$17,401- \$29,000	\$19,351- \$32,250	\$20,901- \$35,800	\$22,451- \$37,400	\$24,001- \$39,950	\$25,551- \$42,550
\$22,551- \$36,100	\$25,801- \$41,300	\$29,001- \$46,450	\$32,251- \$51,600	\$33,801- \$55,750	\$37,401- \$59,850	\$39,951- \$64,000	\$42,551- \$68,100
over \$36,100	over \$41,300	over \$46,450	over \$51,600	over \$55,750	over \$59,850	over \$64,000	over \$68,100

I give my permission for my daughter to visit Kenzie's CLOSET for a Prom Dress and accessories. I also give Kenzie's CLOSET permission to publish, photograph, videotape, or otherwise use this story and pictures of this experience for publicity purposes.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions to KENZIE'S CLOSET located at 2010 Madison Road  
in O'Bryonville (near Widmers)**

The phone number is 533-PROM (533-7766)

Metro bus routes: 11, 24, 69

From the North:

- Take I-71S to the Dana Avenue exit. Turn left onto Dana. Go ½ mile and turn right on Madison Rd. You will come to a 3-way intersection that begins the O'Bryonville business district with stores on both sides. Look for Widmers on the right, at the corner of Cinnamon St. and Kenzie's CLOSET is on the same side in the next block below the gift shop. It is less than a mile between the turn from Dana to Madison and Kenzie's CLOSET. A parking lot is behind the red brick building or park on the street.

From Downtown Cincinnati:

- Take Columbia Parkway (US-50 East). Turn left onto Torrence Parkway. At the top of the hill turn left at the 3-way intersection onto Madison Road. Look for Widmers on the right, at the corner of Cinnamon St., Kenzie's CLOSET is on the same side in the next block below the gift shop. A parking lot is behind the red brick building or there is parking on the street.

**REMINDER: STUDENT MUST BRING STUDENT ID TO THE APPOINTMENT.**

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**For Office Use Only**

Date Referral Received \_\_\_\_\_ Date Contacted for Appointment \_\_\_\_\_

Contact Made by: \_\_\_\_\_ Spoke with Youth \_\_\_ Spoke with Parent \_\_\_ Left Message \_\_\_\_\_

Spoke with Other Adult (specify) \_\_\_\_\_

Date of Appointment \_\_\_\_\_ Comments: \_\_\_\_\_

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