# REQUEST FORM: PLEASE READ FIRST

**This cover sheet explains how our program works, and it will help you to provide all the information we need to accurately fulfill your request. We will never share your personal data with a third party, but we do need it for correct sizing, to contact you with any questions, and to create your shipping label.**

We are here to help make riding at any age and all levels more accessible. By completing this form, you are confirming **you are a rider in financial need of assistance** from our nonprofit program. Our resources are limited, and we must focus on riders who truly need our help. ***Thank you for being respectful of our mission*** and the generosity of the many donors who help us carry out our work.

**Requests generally are fulfilled within 3 weeks of our receiving your *fully completed* form.** Certain times of year are busier, and that will extend turnaround time. Thank you for understanding that we are a very small team managing a large nationwide charitable program. In order to serve as many applicants as possible, we prioritize first-time requests over repeat requests. You may be asked to wait a bit longer if you've already received a package from us, especially if our inventory is low or we have a very high volume of new applicants.

**Every new and gently used item in our inventory is donated to us**, and availability changes based on what we receive and when we receive it. **For safety reasons, we cannot provide helmets or protective vests**. It is difficult for us to match brand or style requests, but if you are required to wear a certain color, please tell us and we will do our best. Recipients are not permitted to sell items received from this program.

***The section with the blank lines at bottom left is where you indicate exactly which items you need.*** If this section is not completed with an itemized list, fulfillment will be delayed while we contact you and ask you for the information. The box at the bottom right is for our use during fulfillment. Please leave that section blank.

**Please provide an email address and print it as clearly as you can**. We use it to contact you if we have questions, and we also provide it to UPS in case they have issues with your delivery and need to contact you.

**If you don't know your equestrian sizing for shirts, breeches and coats, that's OK.** Please provide your retail sizing (6, 8, 10, 12, etc.) and we will do the conversion for you. We can also work with S/M/L/XL if necessary. If you do know your equestrian sizing, please provide it along with any brands you have worn that fit you well.

**The measurements we ask for are required information.** We cannot fulfill your request by mail without them. We receive a wide range of international brands from our donors, and the same "size" can vary by several inches. Even if you know your equestrian sizing, the only way we can get close on fit is by using the rider's height, weight and measurements as a guide. Our only goal is to get you the right riding gear, and we will be very respectful of your confidential personal information throughout our process. Please visit our web page to view guides on how we measure for apparel and boots, as well as how to measure yourself without a tape measure.

**Everyone requesting tall boots or half chaps must provide calf width and height in inches.** We are not able to go by descriptions like "slim" and "tall." Each manufacturer has a different definition of those terms, and we also receive custom-fit boots from donors. Calf width is measured around the widest part of the calf. For most adults, it's somewhere between 12"-16". Calf length is measured from the bare heel where it meets the floor straight up to the back of the knee. For most adults, calf height range is 16"-20". **Please note that most of the adult tall boots donated to us happen to be less than 16" wide and are at least 18" high.** For tall boots, please also indicate field (laces) or dress (no laces). We will have a better chance of finding you boots if you can use either field or dress. A guide demonstrating how we measure for tall boots/half chaps is posted to our web page.

**If you have any questions**, email (riderscloset@equusfoundation.org) is best and will receive the fastest response, or you can call us (914-485-1523). If you don't see a reply to your email, check your spam folder; our messages sometimes end up there. Please note we do not take requests by phone, only in writing.

# REQUEST FORM

Please clearly print or type your info and email/mail/fax completed form to:
The Rider's Closet | 108 Village Square | PMB 309 | Somers, NY 10589
riderscloset@equusfoundation.org | Ph: (914) 485-1523 | Fax: (914) 485-1525 | Cell: (646) 988-2180

An EQUUS Foundation Program

*** * * * PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR REQUEST FORM * * * ***

This program was founded to serve **RIDERS IN NEED**. Thank you for being respectful of this. All TRC inventory is donated; availability is limited and changes daily. Recipients are not permitted to sell items received from us. For safety reasons, **we cannot provide helmets or protective riding vests**. Packages are shipped within the U.S. only, free of charge. Requests must be sent in writing; you are welcome to call with questions, but we cannot fulfill verbal requests left on the voicemail. **A specific list of requested items and the rider's measurements are required information. We will not be able to fulfill your request if this information is missing.** ***Thank you!***

Contact Name: _____ Rider (if not contact): _____
Street Address (UPS will not deliver to PO Box) _____
City _____ State _____ Zip _____ Date _____
Email (for UPS notice) _____ Phone _____

☐ **By checking this box I verify that I am a rider in financial need who qualifies for assistance from this program**

Have you ever submitted a request before? ___ Yes ___ No If yes, when? _____
Name of your trainer and barn (Enter N/A if none): _____
How did you hear about The Rider's Closet? _____

☐ I do **not** wish to receive occasional communications from The Rider's Closet and EQUUS Foundation.

**Please complete this entire section as accurately as possible. If you do not know your equestrian sizes, please provide retail or S/M/L. Please contact us if you need help with measurements – they are required information.**

Gender _____ Child/Adult ____ Age if Child _____ Shirt Size _____ Pants Size _____ Coat Size _____
Height _____ Weight _____ Waist Measurement _____ Chest _____ Inseam _____ Glove Size _____
Boots: [ ] Field (laces) [ ] Dress (no laces) [ ] Paddock (ankle) Shoe size _____ [ ] Child [ ] Adult
Calf Size for Boots/Half Chaps (width = widest part of calf; height = bare heel at floor to back of knee) W_____ H_____

Your primary discipline(s): [ ] Hunter/Jumper [ ] Equitation [ ] Eventing [ ] Dressage
[ ] Therapy/Adaptive Riding [ ] Non-Show/Trail Riding [ ] Other _____

GB

**Please provide the following required details:**

- **An itemized list of exactly which apparel you need**
- **Whether items are for showing or schooling/lessons**
- **Any mandatory colors (if so, we will not send substitutes)**
- **Whether you need items by a certain date (we'll try!)**

_____
_____
_____
_____
_____
_____
_____
_____

**** Space For TRC Staff Use Only – PLEASE LEAVE BLANK ****

| QU | ITEM(S) | SIZING INFO & ITEM DESCRIPTION | M/W/Y |
|---|---|---|---|
| ____ | Breeches | _____ | M/W/Y |
| ____ | Show Coats | _____ | M/W/Y |
| ____ | Show Shirts | _____ | M/W/Y |
| ____ | Schooling Tops | _____ | M/W/Y |
| ____ | Paddock Boots | _____ | M/W/Y |
| ____ | Tall Boots | _____ | M/W/Y |
| ____ | N/R Boots | _____ | M/W/Y |
| ____ | _____ | _____ | M/W/Y |
| ____ | _____ | _____ | M/W/Y |
| ____ | _____ | _____ | M/W/Y |

Note ___ Shipped _____ Entered _____