

MS-628: Clothes That Work Collection

Collection Number: MS-628

Title: Clothes That Work Collection

Dates: 1998-2018

Creator: Clothes That Work

Summary/Abstract:

Clothes That Work is an organization that provides clothing and training to people in and around Dayton to help them obtain jobs. The organization was started in 1998 by a group of eight women. The organization fundraises through events and collects clothing for interviews for everyone and dance attire for young women. This collection contains administrative files, event files and photos, and marketing materials.

Quantity/Physical Description: 2.31 linear feet and 1177.40 MB.

Language(s): English

Repository:

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092

Restrictions on Access:

There are no restrictions on accessing paper-based materials in this collection. All electronic records listed in this finding aid are processed and available; however, researchers are requested to provide two days advance notice when requesting electronic records. Call (937) 775-2092 or e-mail library-archives-ref@wright.edu.

Restrictions on Use:

Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

Preferred Citation:

[Description of Item, Date, Box #, Folder #], MS-628, Clothes That Work Collection, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:

The Clothes That Work Collection was donated to Wright State University's Special Collections and Archives by the organization's representative Cindy Garner in June 2018.

Accruals: Because the organization is still active, additional accruals are anticipated.

Separated Material: Electronic media were separated to the E-Archives.

Other Finding Aid:

The finding aid is available on the Special Collections & Archives, Wright State University Libraries web site at <https://www.libraries.wright.edu/special/collectionguides/files/ms628.pdf>. It is also available in the OhioLINK Finding Aid Repository at <http://ead.ohiolink.edu/xtf-ead/>.

Physical Characteristics and Technical Requirements: Electronic files in the collection are in the E-archives (ms628_e0001 through ms628_e0005), and these files require a computer capable of accessing the PDF files and .JPG images.

Related Material:

MS-517: Dayton Alumnae Panhellenic Association (DAPA) Records

Processed by: Finding aid written according to DACS standards by Abigail Search, April 2019

Arrangement:

The collection is arranged into 4 series:

Series I: Administration, 1998-2018

Series II: Events, 2010-2014

Series III: Marketing, 1998-2018

Series IV: Audiovisuals, 1998-2014

Biographical/Historical Note:

The organization Clothes That Work was created June 12, 1998, with the mission of preparing clients for a self-sufficient life through interview training, educational help, and assistance with obtaining and maintaining a proper professional wardrobe. The organization was created by a group of eight women who wanted to prepare women for the workplace and developed into an organization that prepares all impoverished people who want help, or who need help with more than just work attire. The organization provides clothes and footwear to those who do not have access to it otherwise, they also provide training for their clients to learn how to act and present themselves professionally, and how to prepare best for an interview. They also provide prom dresses to girls who otherwise would not be able to go because they cannot afford lavish dresses through their event called the Fairy Godmother Project. To support women and raise funds for the organization, they also do fundraising events such as Hunks in Heels, where men wear high-heels and compete for “best legs” and other prizes.

Source Citations for Biographical/Historical Information:

Awards and achievements earned by Clothes That Work, approximately 2010-2015, Box #, Folder #, MS-628, Clothes That Work, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Scope and Content Note:

This collection is arranged into four series. The series contain files from 1998 to 2018. Inside each series, the files are arranged by type of material then chronologically. There are paper materials and electronic materials included in most series. The electronic materials can be found in the item level of the collection aid.

Series I, Administration, contains annual meeting minutes, the constitution and bylaws, and awards and achievements the organization earned. The dates span from 1998 to 2018. There is an e-file included in this series.

Series II, Events, highlights the large events the organization has put together. These events include “Hunks in Heels,” and “The Fairy Godmother Project.” Each event is broken down further into forms from the event, and year. Audiovisual materials pertaining to the events can be found in Series IV. The dates span from 2010 to 2014. There are electronic files included in this series.

Series III, Marketing, contains all the information that came from the organization’s marketing binders, including newspaper clippings and brochures, job listings, and training manuals. Anything that supports the organization and helps their name be seen by the community is in this series. This series also includes the magazines and printed online articles kept by the organization because they had an event or an advertisement inside. The dates span from 1998 to 2018.

Series IV, Audiovisual, includes photographs, as well as digital photographs and digital video. The date range for these are 1998 to circa 2012. There are electronic files included in this series.

Subject Terms

Organizations/Corporate Names:

Clothes That Work -- Archives

Places:

Dayton (Ohio)

Subjects (General):

Nonprofit organizations – Ohio

Employment interviewing

Clothing and dress

Material Types

Newspaper clippings

Electronic records (digital records)

Minutes (administrative records)

Photographs

Reports

Collection Inventory

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
Series I: Administration			1998-2018
1	1	Code of Regulation	Undated
1	2	Financial Papers	Undated
1	3	Awards and Achievements	Circa 2013-2015
1	4	Dayton B2B “Ten Top Women of 2013”	2013
1	5	Trainer’s Manual	2017
1	6	“Workshop Curriculum” Copyrighted	2016-2018
1	7	Board Member Paperwork	Undated
1	8	Meeting Minutes	2002-2003
1	9	Meeting Minutes	2004-2005
1	10	Meeting Minutes	2006
1	11	Meeting Minutes	2007
1	12	Meeting Minutes	2007
1	13	Meeting Minutes	2008
2	1	Meeting Minutes	2010
2	2	Meeting Minutes	2011
2	3	Meeting Minutes	2012
2	4	Meeting Minutes	2013
Ms628_e0002		Annual Report	2013
Series II: Events			2010-2014
2	5	“Hunks in Heels” Event	2010
2	6	Waiver Release Forms from “Hunks in Heels”	2010
2	7	“Hunks in Heels” Event photos	2010
2	8	“Hunks in Heels” Event	2011
3	1	Waiver Release Forms from “Hunks in Heels”	2011
3	2	“Hunks in Heels” Event	2012
3	3	“Hunks in Heels” Event	2012
3	4	Waiver Release Forms from “Hunks in Heels”	2012
3	5	“Hunks in Heels” Event	2013
3	6	Waiver Release Forms from “Hunks in Heels”	2013
Ms628_e0005		“Hunks in Heels,” digital photographs	2014
3	7	“Fairy Godmother Project”	2011
3	8	“Fairy Godmother Project”	2012
3	9	“Fairy Godmother Project” waiver release forms	2012
4	1	“Fairy Godmother Project”	2013
4	2	“Fairy Godmother Project” waiver release forms	2013
4	3	“Fairy Godmother Project”	2014

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	4	"Fairy Godmother Project" waiver release forms	2014
Ms628_e0001		"Fairy Godmother Project" digital photographs, copyright Andy Snow	2012 Mar. 17
4	5	"Fashioning Future Luncheon" Event Book	2013
Series III: Marketing Materials			1998-2018
4	6	Marketing Materials	Undated
4	7	Marketing Materials	1998
4	8	Marketing Materials	2000-2001
4	9	Marketing Materials	2002
5	1	Marketing Materials	2003
5	2	Marketing Materials	2004
5	3	Marketing Materials	2005
5	4	Marketing Materials	2006
5	5	Marketing Materials	2007
5	6	Marketing Materials	2008
5	7	Marketing Materials	2009
5	8	Marketing Materials	2010
5	9	Marketing Materials	2011
5	10	Marketing Materials	2012-2018
5	11	"Celebrate Sweet Success Book"	2010
6	1	"Celebrate Sweet Success Book"	2011
6	2	News	Undated
6	3	News	2013
6	4	News	2014-2015
Series IV: Audiovisuals			1998-2014
6	5	Photos	1998-about 2006
Ms628_e0003		FF Luncheon, digital photographs	2012
Ms628_e0004		Luncheon Video, by DH Productions	2014 Oct. 22