

Guide to the Student and Community Assistance Programs Records

Bunker Hill Community College Archives
N-318
250 Rutherford Ave, Boston, MA 02129

Collection Overview

Title: Student and Community Assistance Program

Record Group Number: RG006

Creator: Office of Institutional Effectiveness, Bunker Hill Community College Foundation, Ruth Sherman, Harold Shively, Office of the President, Office of Public Information, City of Boston, Division of Planning & Development

Date: 1984-2019

Extent: 8 folders

Language: Materials are in English

Administrative Information

Access and Restriction Information: This collection is open for research.

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Preferred Citation:

[Item title/description here]. [Date here]. [Record Group here], Box #, Folder #.
Student and Community Assistance Programs records. Bunker Hill Community College Archives, Boston, Massachusetts.

Scope and Contents

This record group documents the activities of various BHCC Student and Community Assistance Programs between 1984-2019, and these materials are primarily textual. This record group is divided into 5 series. The Worker Assistance Center series contains the records concerning the establishment of the Worker Assistance Center by the BHCC in order to help recently laid off factory workers. The VITA Program series contains the records of the Volunteer Income Tax Assistance program at the BHCC which provided assistance to people who could not afford help to file their taxes. The ACT Center series contains the records of the BHCC ACT Center which utilized computer-based technologies to aid visitors with building job skills, licensing exams, and learning English in the workplace. The Jewish Vocational Service series contains the records of the JVS and details the Careers and Lifelong Learning program which was designed to offer career support to the unemployed and working poor. The Single Stop Program series contains the records of the Single Stop Program which aimed to assist students with building economic mobility, security and sustainability; providing equitable and coordinated access to community-based organizations. The Worker Assistance Center series consists of proposals, letters, memos, press releases, news articles, and essays. Materials in the VITA Program series include brochures, press releases, and memos. The ACT Center series consists of press releases, emails, newspaper clippings, brochures, PowerPoints, and advertisements. The Jewish Vocational Service series contains articles, newsletters, press releases, and reports. Materials in the Single Stop Program series consist of surveys, meeting minutes, agendas, pamphlets, reports, emails, speeches, and data. Series folders are organized according to topic. The items inside each folder are organized chronologically.

Arrangement

This collection is arranged into 5 series: Worker Assistance Center, VITA Program, ACT Center, Jewish Vocational Service, and Single Stop Program.

Collection Inventory

Series 1: Worker Assistance Center (RG006.01)

The first series contains the records of the Worker Assistance Center from 1984-1985. Contents of the materials within this series center around the fallout of the Revere Sugar Company and Schrafft's Candy Plant leading to 1200 people losing their jobs. The Worker Assistance Center was established by BHCC to relieve some of the impact from the fallout of this event. Furthermore, materials in this series have been divided into one of three folders based upon whether they pertain to letters and memoranda, publicity and media coverage, or the 1985 BHCC Application for "Keep America Working" award. These records include proposals, letters, memos, press releases, news articles, and essays, and they are organized chronologically.

- Folder 1: Letters and Memoranda
- Folder 2: Publicity and Media Coverage
- Folder 3: BHCC Application for "Keep America Working" Award

Series 2: VITA Program (RG006.02)

The second series includes the records of the Volunteer Income Tax Assistance (VITA) program from 1995-2001. The VITA program was established by the IRS in 1969 to provide tax preparation at colleges throughout the country. The BHCC VITA program has IRS trained BHCC students prepare federal and state tax returns for people who cannot afford paid professional assistance. The bulk of the records in this series served to inform and promote the VITA Program to the general public. This series consists of brochures, press releases, and memos. The folder is organized chronologically.

- Folder 1: VITA

Series 3: ACT Center (RG006.03)

The third series contains the records of the ACT Center from 2001-2007. The ACT Center utilized computer-based technologies to aid visitors with building job skills, licensing exams, and learning English in the workplace. Most of the records in this series served as part of outreach strategies or as internal communications from within the ACT Center. Also included are promotional materials centered around the opening of the ACT Center. These records include press releases, emails, newspaper clippings, brochures, PowerPoints, and advertisements. All documents from 2002 and onwards are newspaper clippings. The folder is organized chronologically.

- Folder 1: ACT Center

Series 4: Jewish Vocational Service (RG006.04)

The fourth series contains the records of the Jewish Vocational Service from 2000-2001. Records within this series served as either interdepartmental communications or as material designed to make the activities and goals of the Jewish Vocational Service more well known to the public. Of particular focus in these materials is the Center for Adult Lifelong Learning that was established in cooperation with Northeastern University and Bunker Hill Community College. The Center for Adult Lifelong Learning offered continual support to the unemployed and working poor in order to enable career advancement. These records include articles, newsletters, press releases, and reports from 2000-2001. The folder is organized chronologically.

- Folder 1: Jewish Vocational Services

Series 5: Single Stop Program (RG006.05)

The fifth series contains the records of the Single Stop Program, One Solid Meal Program, and the Voices of Hunger program. Material within this series generally pertains to internal communications and planning, data collection and presentations, in-person event documentation, and trace amounts of publication materials. These records include surveys, meeting minutes, agendas, pamphlets, reports, emails, speeches, and data from 2016-2019. The folders are organized chronologically.

- Folder 1: Single Stop Program
- Folder 2: One Solid Meal Program and Voices of Hunger

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