

Guide to the Community Services & Outreach Records

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

Collection Overview

Title: Community Services & Outreach

Record Group Number: RG031

Creator: Community Service Committee, Danny Ryan (Coalition Coordinator), Gretchen Rehak (Director of Community Services), Kathy Giordano (Marketing), Kim Hottenstein, Paul Richards (Director of Student Life), and Robert Ross (Associate Dean, Academic and Student Affairs).

Date: 1996-2007

Extent: 3 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 #.
Community Services & Outreach Records. Bunker Hill Community College
Archives, Boston, Massachusetts.

Scope and Contents

The Community Services & Outreach record group contains documents from 1996-2007 (bulk from 1996-1997) and highlights the community outreach efforts of Bunker Hill Community College. The first series focuses on faculty and staff involvement in community associations and organizations through the community services/outreach survey. The second series documents outreach efforts between the college and the wider Charlestown and Boston communities, including city-wide collaborations to assist victims of violence, substance abuse, and domestic violence. The third series contains documents from the Community Service Committee, including communications on major community service projects organized by the committee. This record group is composed of text-based formats, including surveys, memoranda, letters, agendas, flyers, and newspaper clippings.

Arrangement

This collection is arranged into three series, and each series is organized chronologically.

Collection Inventory

Box 1

Series 1: Community Services/Outreach Survey (RG031.01)

The first series contains documents related to the community services/outreach survey distributed to faculty and staff in 1996. This survey aimed to plan outreach efforts and collaboration by learning which organizations, associations, and partnerships BHCC faculty and staff were involved with. All the items in this series are paper-based formats, including surveys and memoranda.

- Folder 1: 1996

Series 2: Community Outreach (RG031.02)

The second series houses documents on BHCC's community outreach efforts. Most of these documents are dated to 1996, but there is one document from 2007. Some of the outreach efforts documented include an emergency cell phone program with the Boston Police Department, collaboration on the Charlestown Substance Abuse Initiative, and contributions to the Violence Prevention Committee in Charlestown. All items are paper-based formats, including agendas, memoranda, letters, newspaper clippings, and flyers.

- Folder 1: 1996, 2007

Series 3: Community Service Committee (RG031.03)

The third series contains items from the Community Service Committee, and these items date to 1997. The Community Service Committee chose a BHCC Community Service Project each year and held meetings to discuss ideas and updates on the project. All items in this series are paper-based formats, including letters and memoranda.

- Folder 1: 1997