

A Guide to the Daughters of Zelophehad (Chesterfield County, Va.) records, 1998-2014

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1998-2014

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History

Processed by: Shawn Williams

Title Statement

A Guide to the Daughters of Zelophehad (Chesterfield County, Va.) records, 1998-2014

Subtitle: Daughters of Zelophehad (Chesterfield County, Va.) records

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Author: Shawn Williams

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Profile Description

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Descriptive Summary

Accession number

53432

Language

English

Creator

Daughters of Zelophehad (Chesterfield County, Va.)

Extent

2.7 cubic feet (6 boxes)

Location

Library of Virginia

Repository

Library of Virginia

Administrative Information

Access Restrictions

Collection is open to research.

Use Restrictions

There are no restrictions.

Acquisition Information

Gift fo Paula Owens Parker, North Chesterfield, Virginia.

Preferred Citation

Daughters of Zelophehad (Chesterfield County, Va.) records, 1998-2014. Accession 53432. Organization records collection, The Library of Virginia, Richmond, Virginia.

Historical Information

The Daughters of Zelophehad (DOZ) was a nonprofit organization out of Chesterfield Virginia founded by Rev. Dr. Paula Owens Parker. DOZ was a transitional housing program for mothers and children in crisis which allowed a mother and her children to stay in the program and housed for up to 2 years.

Scope and Content

Records, 1998-2014, of the Daughters of Zelophehad located in Chesterfield County, Virginia, containing documentation for the organization that highlights their efforts to help single mothers and their children through the organization's transitional housing program. Includes meeting minutes, correspondence, newspaper articles, and promotional materials.

Arrangement

This collection is arranged in the following series:

- Series I: Administration/Organizational Functions
- Series II: Correspondence
- Series III: Promotional Materials
- Series IV: Curriculum
- Series V: Programs and Events
- Series VI: Newspaper articles/Media Coverage
- Series VII: Photographs
- Series VIII: Community Resources
- Series IX: Miscellaneous

Contents List

Series I: Administration/Organizational Functions

Boxes 1-3 (box)

Extent

3 boxes

Scope and Content

Administration/Organizational Functions, contains documents on the organizational functions including meeting minutes and agendas, handbooks, financial documents, grant applications, and information on the Board and residents of the program.

Daughters of Zelophehad summary

Box 1

Folder 0

Meetings

Box 1

Folders 1-22 (folder)

Extent

22 folders

Meetings2000-2004

Box 1

Folder 1

MeetingsJanuary-April 2005

Box 1

Folder 2

MeetingsMay-July 2005

Box 1

Folder 3

MeetingsAugust-September 2005

Box 1

Folder 4

MeetingsOctober 2005

Box 1

Folder 5

MeetingsNovember-December 2005

Box 1

Folder 6

MeetingsJanuary-February 2006

Box 1

Folder 7

MeetingsMarch-May 2006

Box 1

Folder 8

MeetingsAugust-December 2007

Box 1

Folder 9

MeetingsFebruary-April 2008

Box 1

Folder 10

MeetingsMay-June 2008

Box 1

Folder 11

MeetingsSeptember-November 2008

Box 1

Folder 12

MeetingsJanuary-February 2009

Box 1

Folder 13

MeetingsMarch 2009

Box 1

Folder 14

MeetingsApril-June 2009

Box 1

Folder 15

MeetingsAugust-September 2009

Box 1

Folder 16

MeetingsOctober-December 2009

Box 1

Folder 17

MeetingsJanuary-March 2010

Box 1

Folder 18

MeetingsApril-June 2010

Box 1

Folder 19

MeetingsJuly-September 2010

Box 1

Folder 20

MeetingsOctober-November 2010

Box 1

Folder 21

Meetings2011-2012

Box 1

Folder 22

Handbooks and Manuals

Box 1

Folders 23-31 (folder)

Extent

9 folders

Articles of Incorporation and Bylaws16 January 2000

Box 1

Folder 23

Policies and Procedures ManualJune 2003

Box 1

Folder 24

Dill House Program Handbook2007

Box 1

Folder 25

Employee Handbook2008

Box 1

Folder 26

St. Barnabas and Dill House Program Handbook2009

Box 1

Folder 27

Financial Procedures Manual16 April 2009.

Box 1

Folder 28

Board Members Manual

Box 1

Folder 29

Strategic Planning Documents

Box 1

Folder 30

Website Outlines

Box 1

Folder 31

Financial Documents

Box 2

Folders 1-17 (folder)

Extent

17 folders

Financial Trend Analysis1999-2004

Box 2

Folder 1

Financial Statements and Independent Auditors Report31 December 2002

Box 2

Folder 2

DOZ Financial Assessment2004-2005

Box 2

Folder 3

Financial Documents2004

Box 2

Folder 4

Budgets2005-2010

Box 2

Folder 5

Financial DocumentsJanuary-February 2005

Box 2

Folder 6

Financial Documents March-August 2005

Box 2

Folder 7

Financial Documents October-December 2005

Box 2

Folder 8

Financial Documents March-November 2006

Box 2

Folder 9

Financial Documents August-November 2007

Box 2

Folder 10

Printing Needs for DOZ2008

Box 2

Folder 11

Financial Documents January-August 2008

Box 2

Folder 12

Financial Documents December 2008

Box 2

Folder 13

Donor Reports 2008

Box 2

Folder 14

Financial Documents January-August 2009

Box 2

Folder 15

Financial Documents September-December 2009

Box 2

Folder 16

Financial Documents January-September 2010

Box 2

Folder 17

Grant Funding

Box 2

Folders 18-26 (folder)

Extent

9 folders

Grant letters and applications 1998-1999

Box 2

Folder 18

Grant Overview1999-2005

Box 2

Folder 19

Grant letters and applications2001-2002

Box 2

Folder 20

Grant letters and applications2004-2005

Box 2

Folder 21

Grant charts2005-2006

Box 2

Folder 22

Grant letters and applications2007

Box 2

Folder 23

Grant letters and applications2008-2012

Box 2

Folder 24

Grant Monthly Status Report

Box 2

Folder 25

Foundation Prospect List

Box 2

Folder 26

Board Members and Staff

Box 2

Folders 27-45 (folder)

Extent

19 folders

Board Members Manual1998-2010

Box 2

Folder 27

Board Members Manual2007-2008

Box 2

Folder 28

Board Members by Class2007-2012

Box 2

Folder 29

DOZ Board Documents

Box 2

Folder 30

DOZ Board Place Cards

Box 2

Folder 31

DOZ StaffMay 2006

Box 2

Folder 32

DOZ STaff Documents

Box 2

Folder 33

Tamara W. Clements (Staff)

Box 2

Folder 34

Margaret Nimmo Crowe (Staff)

Box 2

Folder 35

Tiffany Hall (Staff)

Box 2

Folder 36

Margaret Lucas Jacobs (Staff)

Box 2

Folder 37

Veronica Flemming Jemmott (Staff)

Box 2

Folder 38

Dorothy Kuffler (Staff)

Box 2

Folder 39

Deborah Little-Bowser (Staff)

Box 2

Folder 40

Paula Owens Parker (Staff)

Box 2

Folder 41

Michelle L. Roberts (Staff)

Box 2

Folder 42

Suzanne Roski (Staff)

Box 2

Folder 43

Consuelo Staton (Staff)

Box 2

Folder 44

Denise Thomas-Brown (Staff)

Box 2

Folder 45

Daughters/Residents

Box 3

Folders 1-5 (folder)

Extent

5 folders

Resident Statistics1999-2010

Box 3

Folder 1

Applications for 2009

Box 3

Folder 2

Cara Cheatham (Daughter/Resident)

Box 3

Folder 3

Shirley Ofori-Twumasi (Daughter/Resident)

Box 3

Folder 4

Daughters/Residents Documents

Box 3

Folder 5

General Papers

Box 3

Folders 6-9 (folder)

Extent

4 folders

Calendars

Box 3

Folder 6

Dill and Barnabas House Renovations2004-2006

Box 3

Folder 7

DOZ Organizational Charts

Box 3

Folder 8

Thoughts on DOZ Remaining As Is

Box 3

Folder 9

Series II: Correspondence

Box 3

Extent

1 box

Scope and Content

Correspondence contains a collection of emails, letters, invitations, and contracts with DOZ members and associates.

Emails

Box 3

Folders 10-24 (folder)

Extent

15 folders

EmailsJune-November 2003

Box 3

Folder 10

EmailsFebruary-June 2005

Box 3

Folder 11

EmailsJuly 2005

Box 3

Folder 12

EmailsAugust 2005

Box 3

Folder 13

EmailsSeptember-November 2005

Box 3

Folder 14

EmailsJanuary-November 2006

Box 3

Folder 15

EmailsMay-November 2007

Box 3

Folder 16

EmailsJanuary-April 2008

Box 3

Folder 17

EmailsJuly 2008**Box 3****Folder 18****EmailsJanuary-February 2009****Box 3****Folder 19****EmailsMarch-December 2009****Box 3****Folder 20****EmailsJanuary 2010****Box 3****Folder 21****EmailsFebruary-May 2010****Box 3****Folder 22****EmailsJuly-September 2010****Box 3****Folder 23****EmailsOctober-December 2010****Box 3****Folder 24****Letters****Box 3****Folders 25-26 (folder)****Extent**

2 folders

Letters2005-2007**Box 3****Folder 25****Letters2009-2011****Box 3****Folder 26****Invitations****Box 3****Folders 27 (folder)****Extent**

1 folder

InvitationsOctober 2007-September 2008**Box 3****Folder 27**

Contracts

Box 3

Folders 28-33 (folder)

Extent

6 folders

Commonwealth of Virginia Campaign Electronic Agreement April 2004

Box 3

Folder 28

Unanimous Consent of Directors 11 March 2005

Box 3

Folder 29

Purchase Agreement August 2005

Box 3

Folder 30

Board resolution to update bank account 23 January 2006

Box 3

Folder 31

Crossroads Art Center Facility Use Contract 1 May 2009

Box 3

Folder 32

Agreement to retain the services of accounting and tax resources 29 December 2009

Box 3

Folder 33

General Papers

Box 3

Folders 34-38 (folder)

Extent

5 folders

Designs by Lucinda

Box 3

Folder 34

DOZ letter and envelope templates

Box 3

Folder 35

General envelopes

Box 3

Folder 36

Info to Dorothy from Rose Lane, March 28

Box 3

Folder 37

Band Together

Box 3

Folder 38

Series III: Promotional Materials

Box 4

Extent

1 box

Scope and Content

Promotional materials contains materials to garner funds for the organization and distribute information on current affairs.

The Promise newsletter

Box 4

Folders 1-4 (folder)

Extent

4 folders

The Promise newsletter2002-2008

Box 4

Folder 1

The Promise newsletterSpring 2009

Box 4

Folder 2

The Promise newsletter2009-2010

Box 4

Folder 3

The Promise newsletterFall 2010

Box 4

Folder 4

Fundraising Materials

Box 4

Folders 5-15 (folder)

Extent

11 folders

Letters for subscribers2005-2009

Box 4

Folder 5

Letters for subscribers (undated)

Box 4

Folder 6

Complete lists of low hanging fruit fundraising ideas16 February 2006

Box 4

Folder 7

Church Tally4 November 2007

Box 4

Folder 8

Wish lists2007-2009

Box 4

Folder 9

Brochures

Box 4

Folder 10

Calendars

Box 4

Folder 11

DOZ Information Packets

Box 4

Folder 12

DOZ Organization Information Cards

Box 4

Folder 13

DOZ Program and Contribution Packets

Box 4

Folder 14

Transitional Housing Cost Analysis

Box 4

Folder 15

Series IV: Curriculum

Boxes 4-5 (box)

Extent

2 boxes

Scope and Content

Curriculum contains educational resources for both staff and residents including prayers, guidebooks, workshops, and worksheets.

DOZ Educational Resources (Board/Staff)

Box 4

Folders 16-17 (folder)

Extent

2 folders

Educational Resources (Board/Staff)

Box 4

Folder 16

The Spirituality of Fundraising

Box 4

Folder 17

DOZ Educational Resources (Residents)

Box 4

Folders 18 (folder)

Extent

1 folder

Educational Resources (Residents)

Box 4

Folder 18

Prayers

Box 4

Folders 19 (folder)

Extent

1 folder

Prayers

Box 4

Folder 19

Scripts

Box 4

Folders 20 (folder)

Extent

1 folder

Scripts

Box 4

Folder 20

Workshops and Counseling

Box 5

Folders 1-7 (folder)

Extent

7 folders

Healing from the Inside Out2006-2007

Box 5

Folder 1

Healing from the Inside Out2008

Box 5

Folder 2

Healing from the Inside Out2009

Box 5
Folder 3

Healing from the Inside Out2010

Box 5
Folder 4

Creating a Nurturing Environment-Amy J. Harris

Box 5
Folder 5

Light of the World Prayer/Counseling Ministies

Box 5
Folder 6

The Very Reverend Sandra (Sandi) B. Kerner

Box 5
Folder 7

Series V: Programs and Events

Box 5
Extent

1 box

Scope and Content

Programs and events contains information on DOZ programs and events held throughout the years including celebrations and fundraising events such as Chairs to Cherish, DOZ 10th Anniversary, and Coffee & Tea with the Daughters of Z.

Events

Box 5
Folders 8-19 (folder)
Extent

12 folders

DOZ MilestonesDecember 1997-January 2001

Box 5
Folder 8

Programs1999-2009

Box 5
Folder 9

Chairs for Children14 October 2003

Box 5
Folder 10

The Daughters Dinner Theater30 November 2003

Box 5
Folder 11

Chairs for Children23 October 2004

Box 5

Folder 12

DOZ Retreat2005-2012

Box 5

Folder 13

Flyers2005-2008

Box 5

Folder 14

Dill House Blessing11 June 2006

Box 5

Folder 15

DOZ Yard Sale19 August 2006

Box 5

Folder 16

Chairs to Cherish2 November 2006

Box 5

Folder 17

Long Walk to Freedom8 December 2007

Box 5

Folder 18

DOZ 10th Anniversary13 November 2008

Box 5

Folder 19

Chairs to Cherish2008

Box 5

Folders 20-26 (folder)

Extent

7 folders

Artists

Box 5

Folder 20

Auction items and donations

Box 5

Folder 21

Correspondence

Box 5

Folder 22

Meetings

Box 5

Folder 23

Planning Documents

Box 5

Folder 24

Promotional Materials

Box 5

Folder 25

Website

Box 5

Folder 26

Events

Box 5

Folders 27-29 (folder)

Extent

3 folders

Coffee and Tea with the Daughters of Z27 September 2009

Box 5

Folder 27

Traditional Moravian Candlelight Lovefeast (December 11)

Box 5

Folder 28

Save the date list

Box 5

Folder 29

Series VI: Newspaper Articles/Media Coverage

Box 6

Extent

1 box

Scope and Content

Media coverage Includes local media coverage of DOZ as well as other newspaper clippings stored by DOZ.

Government: you pray, we don't pay6 July 2000

Box 6

Folder 1

The Daughters of Zelophehad opens transitional home for women ex-offenders1 June 2006

Box 6

Folder 2

House of Healing29 October 2006

Box 6

Folder 3

Women AidDecember 2006

Box 6

Folder 4

Power of Seven 7 April 2007

Box 6

Folder 5

Charities trying mergers to improve bottom line 11 November 2007

Box 6

Folder 6

Women Helping Women December 2007

Box 6

Folder 7

Bottom line: we can solve this problem 13 January 2008

Box 6

Folder 8

Back on her feet, mother joins board Spring/Summer 2008

Box 6

Folder 9

Colorful pins make statement, help Bethlehem Center 30 May 2008

Box 6

Folder 10

The Metropolitan Business League: Celebrating Black Business Month 21 August 2008

Box 6

Folder 11

The faces of the county's homeless 27 August 2008

Box 6

Folder 12

Lewis Ginter Presents Chairs to Cherish November 2008

Box 6

Folder 13

The Faces of Hope Quarterly, volume I, Issue I 26 January 2009

Box 6

Folder 14

GPPC News 17 July 2009

Box 6

Folder 15

A boost for hard-pressed groups 14 December 2009

Box 6

Folder 16

Series VII: Photographs

Box 6

Extent

1 box

Scope and Content

Photographs includes personal photos and photo CDs of DOZ families, houses, and events.

Photos

Box 6

Folders 17-21 (folder)

Extent

5 folders

St. Barnabas House Dedication2000

Box 6

Folder 17

DOZ 10th Anniversary8 December 2007

Box 6

Folder 18

Chairs for Auction - Chairs to Cherish 200813 November 2008

Box 6

Folder 19

DOZ Logo and Pin Designs

Box 6

Folder 20

St. Barnabas House and Dill House's New Look!

Box 6

Folder 21

Photo CDs

Box 6

Folders 22 (folder)

Extent

1 folder

Photo CDs

Box 6

Folder 22

Series VIII: Community Resources

Box 6

Extent

1 box

Scope and Content

Community resources includes materials from various local community businesses and organizations.

Community Resources

Box 6

Folder 23

Series IX: Miscellaneous

Box 6

Extent

1 box

Scope and Content

Miscellaneous contains various CD-Roms, state government documents, and handwritten notes.

CD-Roms

Box 6

Folder 24

General Papers

Box 6

Folder 25

State Government Documents1998-2012

Box 6

Folder 26

Handwritten Notes2007-2010

Box 6

Folder 27

Handwritten Notes (Undated)

Box 6

Folder 28

Crochet Hook

Box 6

Folder 29

Wawa Card

Box 6

Folder 30