

Dress for Success: A Personal Shopping Experience

1) Overview of Project

The Dress for Success: A Personal Shopping Experience project expands the Career Center’s career readiness services by addressing a critical barrier faced by many students: the inability to afford professional attire for interviews, internships, and employment opportunities. While Chaffey College provides résumé review, cover letter assistance, and interview preparation, many students lack the resources needed to present themselves professionally.

This ongoing initiative will provide eligible students with professional clothing through a guided personal shopping experience facilitated by Career Center staff. **The project requests \$33,600 to serve approximately 200 students over two years**, prioritizing referrals from CARE, CalWORKs, Veterans Services, and other programs supporting economically disadvantaged and marginalized student populations.

2) Scope of Work

Project Lead: Raquel Gomez

Project Manager/Budget Approver: Karen Preciado

Fiscal Monitor: Christine Oliver

Activities	Deliverables	Outcomes	Timelines	Persons Responsible
Finalize program guidelines, eligibility criteria (Administrative Procedure), and referral process	Approved guidelines and referral materials	Clear and equitable access to program	Fall 2026	Raquel
Establish vendor partnerships and per-student spending limits (Recommendations on storage space)	Vendor list and spending caps	Consistent and efficient purchasing process	Fall 2026	Ray, Angel, Raquel, Ruthie, Karen, and Tanisha
Develop promotional materials and referral forms	Marketing and referral materials	Increased awareness among eligible students	Fall 2026	Career Center Team, (connect with marketing on campus)
Conduct personal shopping appointments	Completed student appointments	Students prepared with professional attire	Spring 2027	Career center Team and Apprentices
Place, receive, and store clothing orders	Clothing orders delivered and secured	Timely and organized distribution	Summer 2027 (ongoing)	Raquel, Norris and Karen

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Collect participation data and student feedback	Participation records and surveys	Evidence of impact on confidence and readiness	Summer 2027	Raquel will track data through ConexEd
Review data and prepare annual summary report	Annual program report	Program accountability and improvement		Raquel and Karen

Chaffey College
Mackenzie Scott- Dress for Success
Proposed Line Item Budget

FUND: 54 Charitable Gift Fund
SOURCE: 1818

54-1818-7001-5XXXX-000

Description (narrative/detail)	Amount Budgeted					Budget Detail			
	Year 1	Year 2	Year 3	Year 4	Total	Dept.	Obj.Code	Location	
Academic Salaries (1000)	\$ -	\$ -	\$ -	\$ -	\$ -				
(1000) Academic Salaries Category Total:									
Classified Salaries (2000)	\$ -	\$ -	\$ -	\$ -	\$ -				
(2000) Classified Salaries Category Total:									
Employee Fringe Benefits (3000)	\$ -	\$ -	\$ -	\$ -	\$ -				
(3000) Employee Fringe Benefits Category Total:									
Supplies & Materials (4000)	\$ -	\$ -	\$ -	\$ -	\$ -				
(4000) Supplies & Materials Category Total:									
Other Operating Expenses & Services (5000)	Advertising/ Marketing Materials	\$ 200	\$ 200	\$ -	\$ -	\$ 400	7001	55820	000
	Professional Clothing:100 Students x \$150	\$ 14,600	\$ 14,600	\$ -	\$ -	\$ 29,200	7001	55840	000
	Shipping Fees:100 Students x \$150	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 3,000	7001	55840	000
	Heather will provide student cost object code	\$ -	\$ -	\$ -	\$ -	\$ -			
(5000) Other Operating Expenses & Services Category Total:									
Other (7000)	\$ -	\$ -	\$ -	\$ -	\$ -				
(7000) Other Category Total:									
SUBTOTAL FOR DIRECT EXPENSES (SERIES 1000-5000; Excludes Capital Outlay)									
\$ 16,300 \$ 16,300 \$ - \$ - \$ 32,600									
<i>Indirect Cost Rate Applied to Unrestricted (excludes capital outlay category)</i>									
Indirect Cost Rate :			\$ -	\$ -	\$ -				
Capital Outlay (6000)	Storage for Secuely storing clothing	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	7001	56410	000
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(6) Capital Outlay Category Total:									
Year 1 Year 2 Year 3 Year 4 TOTAL									
GRAND TOTALS: \$ 17,300 \$ 16,300 \$ - \$ - \$ 33,600									