

Title: Dole Foundation for Employment of Persons with Disabilities, 1983-1998

ID: 01/008

Primary Creator: Dole Foundation for Employment of People with Disabilities (1983-1998)

Extent: 85.15 Linear Feet

Arrangement: Many of these records were collected by various individuals; therefore, the arrangement reflects much of its original order. The collection is divided into 9 series with sub-series in 1 and 3-9. Unless otherwise noted, the series are arranged chronologically then alphabetically within the sub-series.

Languages: English

Scope and Contents of the Materials

These records depict the activities of the Dole Foundation for Employment of Persons with Disabilities from 1984-1998. They includes correspondence, administrative records, grant files, meeting minutes, tax records, audits, staff profiles, newspaper clippings, photos, objects, fundraising material, and personal papers from Senator Robert J. Dole regarding the foundation. This collection reflects the daily operations of the Dole Foundation implementing its mission of awarding grants designed to enable people with disabilities to participate in the workforce.

Biographical Note

The Dole Foundation for Employment of People with Disabilities was a non-profit organization established August 17, 1984 by Kansas Senator Robert J. Dole. This foundation offered companies and individuals with disabilities grants to help the disabled to become active, contributing members of society. Most of the grants funded programs that provided job training, placement, and employment. The Dole Foundation, located in Washington D.C., began awarding grants in 1985 to promote employment opportunities for the disabled through an extensive selection process. In 1998, the foundation ceased operations due to the lack of contributions and the sudden death of its president, Paul Hearne. The remainder of the Foundation funds after its closure were used to fulfill previous grant obligations and to help support two other organizations—American Association of People with Disabilities (AAPD) and Disability Funders Network (DFN). The Foundation was comprised of three major units: 1) The Technical Advisory Committee (TAC) —reviewed and scored grant proposals before passing their recommendations to the Board of Trustees for final approval 2) The Board of Trustees—made the final approval on grant proposals and major decisions regarding foundation operations 3) Foundation Employees-handled the daily operations of the foundation and screened the proposals before recommending them to TAC. Key Personnel: Senator Robert Dole, Chairman Carl H. Rush, President 1984-1986 Jackie A. Strange, President 1987-1989 Paul G. Hearne, President 1989-1998 Jeanne Argoff, Ph.D, Associate Director, Director of Communications and Education Program, Grant Manager 1986-1996, Vice President 1996-1998 Debra Cook, Program Assistant Randy Davis, Program Director Linda Tolson, Secretary Lawrence J. Biddle, Vice President 1988 Mitchell Rose, Development and Public

Relations Manager 1989 Cecelia Hildebrand, Program Associate Sandra Crawley Thomas Pyle, Campaign Director

Administrative Information

Repository: Robert J. Dole Archive and Special Collections

Access Restrictions: The collection is open for research use.

Use Restrictions: Copyright restrictions apply in different ways to different kinds of materials. Many of the documents and other historical materials in the Archive are in the public domain and may be reproduced and used in any way. Senator Dole has not donated his copyright interest in his papers and other historical materials to the Robert J. Dole Institute of Politics. Permission to publish must be obtained from him or his designee.

Technical Access Note: Some items in the collection require various technologies for use such as a VCR, 3½-inch, 8-inch, or 5¼-inch floppy disk drive, or a mini-cassette player

Separated Materials: Oversize materials have been removed to Oversize Flats. Duplicate copies or nonessential material have been destroyed. Destruction forms accompany the collection.

Related Materials: Robert J. Dole Senate Papers-Constituent Relations 1969-1996, Series 1: Administrative Assistants, Box 27, Folders 1-8.

Series 1: Administrative Records, 1984-1998

Sub-Series 1: Community Partnerships Initiative (Box 1)

Sub-Series 2: Disability Funding Survey (Box 2, 3)

Sub-Series 3: Foundation Endowment Campaign (Box 4 - 9)

Description: This sub-series contains mostly Thomas Pyle's files and correspondence the Dole Foundation's Endowment Campaign to collect funds.

Sub-Series 4: Funding Partnership Files (Box 10 - 14)

Description: This sub-series, similar to the Administrative Grant Files sub-series, contains only records of the Funding Partnerships and grants awarded.

Sub-Series 5: General (Box 15 - 20)

Sub-Series 6: Grants, 1985-1997 (Box 21 - 29)

Description: This sub-series, similar to the Administrative Grant Files sub-series, contains only records of the Funding Partnerships and grants awarded.

Sub-Series 7: National Results Council (Box 30, 31)

Sub-Series 8: Personnel Files (Box 32)

Description: This sub-series contains the biographies of people involved in the Dole Foundation.

Sub-Series 9: Policies and Procedures (Box 33)

Description: This sub-series contains the bylaws, policies, and job descriptions for the employees of the Dole Foundation.

Sub-Series 10: Rehabilitation Act Reauthorization (Box 34)

Description: This sub-series contains only documents related to the Rehabilitation Act Reauthorization.

Sub-Series 11: Telecommunication Funding Partnership Files (Box 35, 36)

Description: This sub-series, similar to the Grant Files sub-series, contains only records of the Telecommunication Funding Partnership and grants awarded.

Series 2: Board of Directors Records, 1984-1998 (Box 37 - 41)

Description: This series houses the records of the Dole Foundation's Board of Directors. These records include meeting minutes, authorization signatures for grants, correspondence, bibliographies for Board members and their photos, Board bylaws and resolutions.

Series 3: Event Papers, 1984-1997

Description: This series contains invitations, memos, menus, invitation lists, thank you letters, sample invitations, and photos from the various events that the Dole Foundation hosted. Most of these events were used to raise funds for the Foundation or acknowledge its contributors.

Sub-Series 1: Americans with Disabilities Act Anniversary (Box 42, 43)

Sub-Series 2: New York City Benefit Concert (Box 44)

Sub-Series 3: Tribute (Gala) (Box 45 – 56, 216)

Description: The foundation's annual event, the Tribute or also known as the Gala, acknowledged the Foundation's contributors.

Sub-Series 4: Various Events (Box 57, 58)

Series 4: Financial Records, 1984-1998

Description: The Financial Record series is comprised of the tax records, audits, financial correspondence, and general ledgers of the Dole Foundation.

Sub-Series 1: Copies of Financial Reports (Box 59)

Sub-Series 2: Correspondence (Box 60)

Sub-Series 3: General (Box 61)

Description: This sub-series contains miscellaneous financially-related documents.

Sub-Series 4: General Ledgers (Box 62 – 72, 216)

Sub-Series 5: Published Reports (Box 73 - 75)

Description: This sub-series contains mostly documents related to Annual Reports and other financial documents distributed by the Foundation.

Sub-Series 6: Schedules of Cash Receipts (Box 76 - 78)

Sub-Series 7: Taxes/Audits (Box 79 - 83)

Series 5: Grants, 1985-1998

Description: This series contains awarded and rejected grant proposals to the Dole Foundation that are organized chronologically by Rounds 1-28, then filed alphabetically by the organization. Some grant files were not donated; therefore, some are not available for research. Items found within this series include correspondence, TAC meeting notes and evaluations, proposal coversheet, rejected and accepted letters.

Sub-Series 1: Grants, 1985-1998

Description: This sub-series contains awarded grants made by the Dole Foundation that are organized chronologically by Rounds 1-28, then filed alphabetically by the organization. Some grant files were not donated; therefore, some are not available for research. Items found within this series include grant proposals, correspondence, copies of checks, the Dole Foundation Grant Acceptance Agreement, receipts for certified mail, news articles, organizations' brochures, photos, the Dole Foundation Application Control Sheet, proposal evaluations, and handwritten notes. From July 1st to December 31st, 1987, the Foundation did not award any grants because it changed its fiscal year.

The Foundation awarded four categories of grants: the Telecommunications Funding Partnership (TFP) Grant, which provided money to promote telecommunications systems and services for people with disabilities; the Discretionary (DISC) Grant allows smaller denomination grants than the other grants and often funds a single event, individual or scholarship; the Community Partnership Initiative (CPI) Grant, which promotes employment opportunities for people with disabilities through local networks such as businesses, foundations, and non-profit service providers; the General Grant, which awarded organizations that wanted to develop programs that assisted in the employment of people with disabilities.

Photos were removed to the Photograph series up until Round 14. Rounds 14-28's photos are left in the folders.

Sub-Series 1: Round 1 (Box 84, 85)

Sub-Series 2: Round 2 (Box 86 – 88, 216)

Sub-Series 3: Round 3 (Box 89 – 91, 216)

Sub-Series 4: Round 4 (Box 92, 93, 216)

Sub-Series 5: Round 5 (Box 94 – 97, 216)

Sub-Series 6: Round 6 (Box 98 – 100, 216, 217)

Sub-Series 7: Round 7 (Box 101 – 103, 217)

Sub-Series 8: Round 8 (Box 104 – 106, 217)

Sub-Series 9: Round 9 (Box 107, 108, 217)

Sub-Series 10: Round 10 (Box 109)

Sub-Series 11: Round 11 (Box 110 – 112, 217)

Sub-Series 12: Round 12 (Box 113 – 115, 217)

Sub-Series 13: Round 13 (Box 116 - 118)

Sub-Series 14: Round 14 (Box 119 - 122)

Sub-Series 15: Round 15 (Box 123, 124)

Sub-Series 16: Round 16 (Box 125, 126)

Sub-Series 17: Round 17 (Box 127, 128, 217)

Sub-Series 18: Round 18 (Box 129 - 133)

Sub-Series 19: Round 19 (Box 134, 135)

Sub-Series 20: Round 20 (Box 136, 137)

Sub-Series 21: Round 21 (Box 138, 139)

Sub-Series 22: Round 22 (Box 140 - 142)

Sub-Series 23: Round 23 (Box 143 - 145)

Sub-Series 24: Round 24 (Box 146, 147)

Sub-Series 25: Round 25 (Box 148)

Sub-Series 26: Round 26 (Box 149, 150)

Sub-Series 27: Round 27 (Box 151, 152)

Sub-Series 28: Round 28 (Box 153)

Sub-Series 2: Grant Rejections, 1995-1997 (Box 154 - 162)

Description: This subseries contains proposals from organizations that the Foundation rejected, therefore, they did not receive grant assistance. There are only rounds 23, 24, 26, and 27 represented within this subseries.

Sub-Series 3: Grant-Related Materials (Box 163)

Sub-Series 4: Monthly Grants Printout (Box 164 - 167)

Series 6: Staff Papers, 1983-1998

Description: This series houses the records certain Dole Foundation employees kept over the lifespan of the Foundation. These records mostly contain appointment books, information on organizations, grant requests, and correspondence.

Sub-Series 1: Jeanne Argoff, 1986-1990

Description: Jeanne Argoff had numerous positions within the foundation and was employed there for most of the foundation's existence.

Sub-Series 1: Correspondence, 1986-1990 (Box 168, 169)

Sub-Series 2: Open Grant Schedules, 1987-1990 (Box 170)

Sub-Series 2: Randy Davis, 1993-1996

Description: Randy Davis was the Program Officer for the Dole Foundation. His files contain correspondence and his information on grants.

Sub-Series 1: Correspondence (Box 171 – 173)

Description: In order to preserve original order, these files are organized by year then alphabetically by the organizations' name.

Sub-Series 2: Grant Files (Box 174)

Description: These files contain pre-proposals from organizations requesting grant money from the Dole Foundation; however, the organizations did not submit a full-proposal. They are arranged by rounds 22-26.

Sub-Series 3: Paul Hearne, 1989-1998 (Box 175 - 193)

Description: Paul Hearne was the President of the Dole Foundation from 1989-1998. He was involved with the Foundation as a Technical Advisory Committee member before he became the President. This sub-series contains correspondence, appointment books, notes from meetings and conferences.

Sub-Series 4: Carl Rush, 1984-1986 (Box 194)

Description: Carl Rush served as the first President of the Dole Foundation. This sub-series is arranged by year and contains mostly correspondence.

Sub-Series 5: Jackie Strange, 1987-1989 (Box 195, 196)

Description: Jackie A. Strange acted as the Dole Foundation's President from 1987-1989. Her papers are arranged alphabetically and include correspondence between her, Senator Dole, Elizabeth Dole, and other organizations. Strange's papers also include funding requests from individuals and businesses, and general information on the status of the Dole Foundation.

Series 7: Public Relations, 1983-1998

Description: This series houses newspaper clippings, correspondence, annual reports, brochures and press releases all about or published by the Dole Foundation.

Sub-Series 1: Brochures (Box 197, 198)

Sub-Series 2: Clippings (Box 199)

Sub-Series 3: Correspondence (Box 200)

Sub-Series 4: General (Box 201)

Sub-Series 5: Grantees (Box 202, 203, Oversize A)

Sub-Series 6: Mailings (Box 204)

Sub-Series 7: Press Releases (Box 205)

Sub-Series 8: Publications (Box 206 - 208)

Series 8: Robert J. Dole Papers, 1983-1984, 1992-1997 (Box 209, 210)

Description: This series includes mostly correspondence from The Dole Foundation to Senator Robert Dole. Some of the earlier correspondence includes requests for funding from the Dole Foundation before the foundation's staff was appointed.

Series 10: Books (Box 211 – 213, 217)

Series 11: Photographs (Box 214, 215)

Series 12: Slides (Box 216)

Series 13: Objects

Series 14: Audio Visual Material

Series 15: Digital Media