



TO: TROY OFFICE

FROM: Jake Bierganns

DATE: February 4, 2004

SUBJECT: DRESS CODE

Winter, Spring, Summer or Fall...the dress code is simple to remember for all...

- No t-shirts (short or long sleeve)
- No cut-off shirts or shirts that reveal any portion of the abdomen
- No sweat-shirts (zip up or pullover) or sweat-pants
- No warm up suits
- "Skorts" and skirts are acceptable, particularly for women. However, please don't reveal too much. 3 inches above the knee is as short as you can go.
- No baseball caps or hats
- No scarves or bandanas worn on the head
- No shorts
- No baggy pants or jeans
- No tank tops or sports jerseys
- Shoes cannot be open-toed or open-backed.

Some Acceptable Items...

- Neat and presentable jeans or slacks are acceptable
- Sweaters and turtlenecks are acceptable
- Sneakers and boots are acceptable
- Collared shirts are acceptable

Dress-down Fridays and Saturdays will continue throughout the year.. That means you can wear the above mentioned attire plus t-shirts and shorts are ok...providing that they are untoned, neat and presentable. Anyone in violation of dress code will be sent home with missed hours until he/she returns.