

MS-315: College Women's Club of Dayton Records

Collection Number: MS-315

Title: College Women's Club of Dayton Records

Dates: 1907-2018

Creator: College Women's Club of Dayton

Summary/Abstract:

Established in 1907, the College Women's Club of Dayton (CWC) continues to meet monthly during the fall, winter, and spring months for the purpose of uniting "alumnae of institutions of higher learning, and to foster an interest in higher education." The club continues to promote higher education, offer continuing education through study groups, and encourage service to the community. The collection contains financial, administrative, and membership records.

Quantity/Physical Description: 16.5 lin. ft.

Language(s): English

Repository:

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092, library-archives@wright.edu

Restrictions on Access:

There are no restrictions on accessing material in this collection.

Restrictions on Use:

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Preferred Citation:

[Box Number, Folder Number], MS-315, College Women's Club of Dayton Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:

This collection was donated on behalf of the College Women's Club of Dayton by Mary Jane Pesa to Wright State Special Collections and Archives in April 2002 on behalf of the College Women's Club of Dayton.

Accruals: Additions are received regularly.

Separated Material:

The Dayton Metro Library has a few records of the CWC. Among these are the 1913-1914 yearbooks and the October 1944 newsletter, both of which are not found in this collection.

Revisions:

Updates were made to the collection in September 2004 by Timothy Binkley, September 2005 by Sherri Derringer, December 2005 by Garret B. Kremer-Wright, September 2007 by Rachel DeHart, October 2008 by Sara Boteler, September 2009 by Sara Boteler, and January 2011 by Patricia A. McEldowney.

Additions were added to the collection and the finding aid was re-formatted by Victoria Penno, November 2012.

Additions processed by Lisa Rickey, July 2021.

Related Material:

MS-187 Dayton Federation of Women's Clubs Records

MS-228 Helen Hunt Club Records

MS-408 Woman's Literary Club Records

MS-441 Trotwood Women's Club Records

Note:

The College Women's Club of Dayton conducted their business meetings following the format of a school calendar, beginning their year in October and ending in June. The end of their program year was in June, culminating with their annual June luncheon. The consistency of the club record keeping varied, not always following the October to June format. At one point, the club began to have overlapping executive board meetings, especially during periods of transition from one leadership committee to the one elected for the following year. It is advisable to check both years of club minutes. Collection processors decided to retain the monthly agendas. At one point, club presidents began to script their leadership comment. This gives interesting insight into the social nature of this organization.

The President of the College Women's Club of Dayton keeps a notebook which contains a variety of information. When the collection was initially processed, the information kept in these notebooks were separated and placed within the corresponding folders. Starting with June 2008- June 2009 the notebooks were kept intact and can be found in Series VIII.

Processed by:

Jessie Robinson and Mary Kay Mabe, March 2003

Arrangement:

The collection is organized into 8 series:

Series I: Administrative and Organizational Management, 1936-2016

Series II: Financial Records, 1907-2016

Series III: Membership Activities, 1915-2018
Series IV: Study Groups, 1951-2016
Series V: Publicity and Correspondence, 1944-2016
Series VI: Photographs, 1996-2012
Series VII: Scrapbooks, 1940-2006
Series VIII: President Notebooks, 2008-2010

Biographical/Historical Note:

In 1950, the College Women's Club of Dayton prepared the history of their organization stating, "In 1906, a young woman who had graduated from college before coming to Dayton provided the inspiration needed to form the club. On a routine visit to the office of Dr. Gertrude Felker and Dr. Eleanora Everhard, she confided that she felt isolated and lonely. While few women of that day attended college, there was here a small group of Ohio State University graduates who met occasionally. At one of their gatherings the plight of this young woman was the topic of conversation. By March of 1907, primarily as a result of the efforts of Dr. Felker and Dr. Everhard, work was well underway to bring college educated women together for fellowship and further intellectual development. In April of that year, eighteen charter members adopted a constitution and elected Dr. Felker the first president." Thirty-eight women attended the first meeting of the College Women's Club of Dayton, including Katharine Wright, a graduate of Oberlin College and the sister of Dayton aviators, Wilbur and Orville Wright. Katharine would later serve as the club president in 1910.

The College Women's Club of Dayton was one of the four founding members of the Dayton Federation of Women. Members, encouraged to serve their community, distinguished themselves in the mid-1920s as the sponsors of a settlement house in the West Dayton Hungarian neighborhood, donated a surgical dressing unit during World War I, and made financial contributions to several local welfare causes, in addition to their on-going goal to foster an interest in higher education through a scholarship fund. Original members organized themselves into interest groups, called Study Groups, to promote more intimate friendships and to provide programs of specialized interest. Their topics covered the arts, drama, cooking, gardening, music, education, travel, government, and war prevention. Several of these groups continue today, adjusting their focus to meet the needs of their membership, including such topics as financial planning.

The CWC continues to meet monthly during the fall, winter, and spring months for the purpose of uniting "alumnae of institutions of higher learning, and to foster an interest in higher education." The club continues to promote higher education, offers continuing education through their study group experiences and activities, and encourages service to the community.

Scope and Content:

The College Women's Club of Dayton collection is composed mostly of organizational records documenting the formation and life of the Club dating from 1907 to the present. In addition to administrative records, there are several scrapbooks filled with pictures, newspaper articles, and other memorabilia.

Series I, Administrative and Organizational Management, consists of administrative and organizational records. Included in this series are club histories, meeting agendas and minutes, constitutional information, annual reports, and officer duties. Records encompass the years 1936 to 2016. The minutes for 1965-1966 are missing because they were lost in transit somewhere.

Series II, Financial Records, consists of financial records. Included in this series are treasurer's reports, financial ledgers, tax information, and documentation of scholarship contributions. Records encompass the years 1907 to 2016.

Series III, Membership Activities, consists of various membership activity records. Included in this series are reports of the corresponding secretary, membership rosters, and committee reports. Span dates are 1915 to 2018.

Series IV, Study Groups, consists of records of small internal organizations called Study Groups. Each of these groups focused on a particular topic such as travel, theater, or interior decorating. Included in this series is documentation of each group's organization and rules of governance as well as meeting minutes and other information pertaining to group activities. Also included are notes and programs from the club's luncheons. Records encompass the years 1951 to 2016.

Series V, Publicity and Correspondence, consists of publicity for upcoming club events. In this series are newsletters, yearly programs, documentation of club events, correspondence, and information contained in press releases. Records encompass the years 1944 to 2016.

Series VI, Photographs, consists of two boxes of photographs depicting the June luncheon and special events from 1996 to 2012.

Series VII, Scrapbooks, consists of several scrapbooks which contain photographs, newspaper clippings, awards and other Club memorabilia. Materials in this series date from 1940 to 2006.

Series VIII, President Notebooks, consists of the President Notebooks. These notebooks are kept by the President for that year. Since the President changes each year the material kept in these notebooks will vary. Materials in this series date from 2008 to 2010.

Subject Terms

Organizations/Corporate Names

College Women's Club of Dayton - - Archives

Dayton Federation of Women's Clubs

Places

Dayton (Ohio) --History

Subjects (General)

Women - - Education (Higher) - - Ohio - - Dayton

Women - - Societies and Clubs

Material Types

Reports

Financial records

Photographs

Scrapbooks

Correspondence

Yearbooks

Newsletters

Collection Inventory

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
		Series I: Administrative and Organizational Management	<u>1936-2016</u>
1	1	Club Brochure	c. 1998, 2000-2001, undated
1	2	Historical Narratives	1940 - 2007
1	3	“A Short History”	c. 1950
1	4	First President / Co-Founder article	c. 1956
1	5	Picture of Past Presidents	May 3, 1954
1	6	Dayton Federation of Women’s Club	1978-1995, 2005-2007
1	7	2 nd Time Visitor Letter and Membership Application	Undated
1	8	Club Booklets	2009-2012
1	7	Agendas-Board and Lunches	May-Jun 1968
1	8	Agendas-Board and Regular Mtgs.	Oct. 1968-Jun 1969
2	1	Agendas-Board and Regular Mtgs.	Oct. 1969-Jun 1970
2	2	Agendas-Board and Regular Mtgs.	Oct 1970-Jun 1971
2	3	Agendas-Board and Regular Mtgs.	Oct 1971-Jun 1972
2	4	Agendas-Board and Regular Mtgs.	Oct 1972-Jun 1973
2	5	Agendas-Board and Regular Mtgs.	Oct 1973-Jun 1974
2	6	Agendas-Board and Regular Mtgs.	Oct 1974-Jun 1975
2	7	Agendas-Board and Regular Mtgs.	Oct 1975-Jun 1976
2	8	Agendas-Board and Regular Mtgs.	Oct 1976-Jun 1977
2	9	Agendas-Board and Regular Mtgs.	Oct 1977-Jun 1978
2	10	Agendas-Board and General Mtgs.	Oct 1978-Jun 1979
2	11	Agendas-Board and General Mtgs.	Oct 1979-Jun 1980
2	12	Agendas-Board and General Mtgs.	Oct 1980-Jun 1981
2	13	Agendas-Board and General Mtgs.	Jun 1987
2	14	Agendas-Board and General Mtgs.	Nov 1988-May 1989
2	15	Agendas-Board and General Mtgs.	Sep 1989–Jun 1990
2	16	Agendas-Executive and General Mtgs.	Oct 1990-Jun 1991
2	17	Agendas-Executive and General Mtgs.	Oct 1991-Jun 1992
2	18	Agendas-Executive and General Mtgs.	Oct 1992-Jun 1993
2	19	Agendas-Executive and General Mtgs.	Oct 1993-Jun 1994
2	20	Agendas-Board and General Mtgs.	Oct 1994-Jun 1995
2	21	Agendas-Board and General Mtgs.	Oct 1995-Jun 1996
2	22	Agendas-Board and General Mtgs.	Oct 1996-Jun 1997
2	23	Agendas-Board and General Mtgs.	Oct 1997-Jun 1998
2	24	Agendas-Board and General Mtgs.	Oct 1998-Jun 1999
2	25	Agendas-Executive, Board and General	Jun 2001, Oct 2002-Jun 2003
2	26	Agendas-Executive, Board and General	Apr 2003-Jun 2004
2	27	Agendas-Board and General Mtgs.	Oct 2004-Jun 2005

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
3	1	Agendas-Board and General Mtgs.	Oct 2005-May 2007
3	2	Agendas-Board and General Mtgs.	Oct 2007-Jun 2008
3	3	Agendas-Board and General Mtgs.	Jun 2008-Jun 2009
3	4	Agendas-Board and General Mtgs.	Oct 2009-Jun 2010, Oct 2011
3	5	Minutes-Executive and General Mtgs.	Sep 1936-Jun 1937
3	6	Minutes-Executive and General Mtgs.	Sep 1937-Jun 1938
3	7	Minutes-Executive and General Mtgs.	Sep 1938-Jun 1939
3	8	Minutes-Executive and General Mtgs.	Jun 1939-Jun 1940
3	9	Minutes-Executive and General Mtgs.	Jun 1940-Jun 1941
3	10	Minutes-Executive and General Mtgs.	Oct 1941-Jun 1942
3	11	Minutes-Executive and General Mtgs.	May 1942-Jun 1943
3	12	Minutes-Executive and General Mtgs.	Jun 1943-Jun 1944
3	13	Minutes-Executive and General Mtgs.	Oct 1944-Jun 1945
3	14	Minutes-Executive and General Mtgs.	Apr 1945-Jun 1946
3	15	Minutes-Executive and General Mtgs.	May 1946-Jun 1947
3	16	Minutes-Executive and General Mtgs.	Oct 1947-Jun 1948
3	17	Minutes-Executive and General Mtgs.	Jun 1948-Jun 1949
3	18	Minutes-Executive and General Mtgs.	Jun 1949-Jun 1950
3	19	Minutes-Executive and General Mtgs.	Jun 1950-Jun 1951
3	20	Minutes-Executive and General Mtgs.	1951-1953
3	21	Minutes-Executive and General Mtgs.	Apr 1953-Jun 1954
3	22	Minutes-Executive and General Mtgs.	Sep 1954-Jun 1955
3	23	Minutes-Executive and General Mtgs.	Jun 1955-May 1956
4	1	Minutes-Executive and General Mtgs.	Jun 1956-Jun 1957
4	2	Minutes-Executive and General Mtgs.	Jun 1957-Jun 1958
4	3	Minutes-Executive and General Mtgs.	Jun 1958-May 1959
4	4	Minutes-Executive and General Mtgs.	May 1959-May 1960
4	5	Minutes-Executive and General Mtgs.	Oct 1960-May 1961
4	6	Minutes-Board and Regular Meetings	May 1961-Jun 1962
4	7	Minutes-Board and Regular Meetings	May 1962-May 1963
4	8	Minutes-Board and Regular Meetings	May 1963-May 1964
4	9	Minutes-Board and Regular Meetings	May 1964-May 1965
4	10	Minutes-Board and Regular Meetings	May 1966-May 1967
4	11	Minutes-Board and Regular Meetings	Jun 1967-May 1968
4	12	Minutes-Board and Regular Meetings	May 1968-May 1969
4	13	Minutes-Board and Regular Meetings	May 1969-May 1970
4	14	Minutes-Board and Regular Meetings	Jun 1970-May 1971
4	15	Minutes-Board and Regular Meetings	May 1971-May 1972
4	16	Minutes-Board and Regular Meetings	May 1972-May 1973
4	17	Minutes-Board and Regular Meetings	May 1973-May 1974
4	18	Minutes-Board and General Meetings	May 1974-May 1975
4	19	Minutes-Board and General Meetings	May 1975-May 1976

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	20	Minutes-Board and General Meetings	May 1976-Jun 1977
4	21	Minutes-Board and General Meetings	Oct 1977-May 1978
5	1	Minutes-Board and General Meetings	Oct 1978-May 1979
5	2	Minutes-Board and General Meetings	Oct 1979-May 1980
5	3	Minutes-Board and General Meetings	May 1980-May 1981
5	4	Minutes-Board and General Meetings	May 1981-May 1982
5	5	Minutes-Board and General Meetings	May 1982-May 1983
5	6	Minutes-Board and General Meetings	May 1983-May 1984
5	7	Minutes-Board and General Meetings	May 1984-Jun 1985
5	8	Minutes-Board and General Meetings	Oct 1985-May 1986
5	9	Minutes-Board and General Meetings	Oct 1986-Jun 1987
5	10	Minutes-Executive and General Mtgs.	Jun 1987-Jun 1988
5	11	Minutes-Executive and General Mtgs.	Jul 1988-May 1989
5	12	Minutes-Board, Executive and Gen. Mtgs.	May 1989-Jun 1990
5	13	Minutes-Executive and General Mtgs.	Oct 1990-Jun 1991
5	14	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1991-Jun 1992
5	15	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1992-Jun 1993
5	16	Minutes-Executive and Board Mtgs.	Aug 1993-Jun 1994
5	17	Minutes-Exec. Committee and Gen. Mtgs.	Jul 1994-Jun 1995
5	18	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1995-Jun 1996
5	19	Minutes-Executive and General Mtgs.	Oct 1996-Jun 1997
5	20	Minutes-Exec. Committee and Gen. Mtgs.	Oct 1997-Jun 1998
5	21	Minutes-Board and General Meetings	Oct 1998-Jun 1999
6	1	Minutes-Board and General Meetings	Oct 1999-Jun 2000
6	2	Minutes-Executive and General Meetings	Oct 2000-Apr 2001
6	3	Minutes-Board and General Meetings	May 2001-Jun 2002
6	4	Minutes-Executive, Board and General	Oct 2002-Jun 2003
6	5	Minutes-Executive and General	May 2003-Jun 2004
6	6	Minutes-Board and General Mtgs.	Oct 2004-Apr 2005
6	7	Minutes-Board and General Meetings	May 2005-Jun 2006
6	8	Minutes-Board and General Meetings	Sep 2006-May 2007
6	9	Minutes-Board and General Meetings	Oct 2007-Jun 2008
6	10	Minutes-Board and General Mtgs.	Oct 2008-Jun 2009
6	11	Minutes-Board and General Mtgs.	Oct 2009-Jun 2010
27	3	Minutes-Board and General Mtgs.	Oct 2010-Jun 2011
27	4	Minutes-Board and General Mtgs.	Oct 2011-Jun 2012
27	5	Minutes-Board and General Mtgs.	Oct 2012-Jun 2013
27	6	Minutes-Board and General Mtgs.	Oct 2013-Jun 2014
27	7	Minutes-Board and General Mtgs.	Oct 2014-Jun 2015
27	8	Minutes-Board and General Mtgs.	Oct 2015-Jun 2016
6	12	Board Meeting Attendance Records	1952-2004, 2008-2010
6	13	Annual Reports	1940-1950
6	14	Annual Reports	1950-1962, 1976-1985

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	15	Annual Reports	1985-2009
27	9	Annual Reports	2009-2016
6	16	Annual Reports of Officers and Committees	1987-2002
6	17	Member Reports	2005-2011
6	18	Secretary and Treasurer Yearly Summaries	1962-1976
6	19	Constitution, Amendments, Policies and Procedures	1940s-2003
6	20	Duties of the President	c. 1990s
6	21	Duties of the First Vice President	undated
6	22	Duties of the Treasurer	c. 1984
6	23	Duties of the Assistant Treasurer	c. 1985
6	24	Duties of the Recording Secretary	undated
6	25	Duties of the Corresponding Secretary	undated
6	26	Duties of the Membership Chairman	c. 1990-91
6	27	Duties of the Historian	undated
6	28	Duties of the Publicity Chairman	c. 1960s
7	1	Instructions for the Program Chairman	1992
7	2	Nominating Committee/Nominations	1937 –1998, 2006-2008
7	3	Officer/Committee Chair/Membership Lists	1968-2009
7	4	Hospitality Chairman- Procedures and Reports	1961-1962, 1987-1988, 1995-1996
7	5	Parliamentary Law Information	c. 1970s
7	6	Procedures for Meetings-President's copy	Jan 2006
7	7	Potential Meeting Places	undated
27	10	Certificates of Recognition – Volunteer Hours	2012, 2013, 2015
27	11	Certificates of Recognition – Longtime Members	2013
Series II: Financial Records			1907-2016
7	8	Annual Treasurer's Reports	1943, 1948-1989, 1995-1997
7	9	Treasurer's Reports	Nov 1944-May 1945
7	10	Treasurer's Reports	Jul 1945-Jun 1946
7	11	Treasurer's Reports	Sep 1946-Jul 1947
7	12	Treasurer's Reports	Oct 1947-May 1948
7	13	Treasurer's Reports	Sep 1948-Jun 1949
7	14	Treasurer's Reports	Sep 1949-Jun 1950
7	15	Treasurer's Reports	Sep 1950-Jul 1951
7	16	Treasurer's Reports	Sep 1951-Jul 1952
7	17	Treasurer's Reports	Sep 1952-Jul 1953
7	18	Treasurer's Reports	Oct 1953-Jun 1954
7	19	Treasurer's Reports	Sep 1954-Jul 1955

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	20	Treasurer's Reports	Sep 1955-Apr 1956
7	21	Treasurer's Reports	Sep 1956-Jun 1957
7	22	Treasurer's Reports	Oct 1957-May 1958
7	23	Treasurer's Reports	Oct 1958-Jun 1959
7	24	Treasurer's Reports	Oct 1959-Jun 1960
7	25	Treasurer's Reports	Oct 1960-Jun 1961
7	26	Treasurer's Reports	Oct 1961-May 1962
7	27	Treasurer's Reports	Sep 1962-May 1963
7	28	Treasurer's Reports	Oct 1963-May 1964
7	29	Treasurer's Reports	Sep 1964-Apr 1965
7	30	Treasurer's Reports	Oct 1966-May 1967
7	31	Treasurer's Reports	Oct 1967-May 1968
7	32	Treasurer's Reports	Oct 1968-May 1969
7	33	Treasurer's Reports	Oct 1969-May 1970
7	34	Treasurer's Reports	Oct 1970-May 1971
7	35	Treasurer's Reports	Sep 1971-May 1972
7	36	Treasurer's Reports	Oct 1972-May 1973
7	37	Treasurer's Reports	Oct 1973-Mar 1974
7	38	Treasurer's Reports	Oct 1974-May 1975
7	39	Treasurer's Reports	Oct 1975-May 1976
7	40	Treasurer's Reports	Oct 1976-Jun 1977
7	41	Treasurer's Reports	Oct 1977-May 1978
7	42	Treasurer's Reports	Oct 1978-May 1979
7	43	Treasurer's Reports	Oct 1979-May 1980
7	44	Treasurer's Reports	Oct 1980-Jun 1981
7	45	Treasurer's Reports	Oct 1981-Jun 1982
7	46	Treasurer's Reports	Oct 1982-Jun 1983
7	47	Treasurer's Reports	Sep 1983-Jun 1984
7	48	Treasurer's Reports	Oct 1984-Jun 1985
7	49	Treasurer's Reports	Oct 1985-Jun 1986
7	50	Treasurer's Reports	Oct 1986-Jun 1987
7	51	Treasurer's Reports	Oct 1987-Jun 1988
7	52	Treasurer's Reports	Oct 1988-Jul 1989
7	53	Treasurer's Reports	Oct 1989-Jun 1990
7	54	Treasurer's Reports	Oct 1990-Jun 1991
7A	1	Treasurer's Reports	Sep 1991-Jun 1992
7A	2	Treasurer's Reports	Oct 1992-Jun 1993
7A	3	Treasurer's Reports	Oct 1993-May 1994
7A	4	Treasurer's Reports	Oct 1994-May 1995
7A	5	Treasurer's Reports	Oct 1995-May 1996
7A	6	Treasurer's Reports	Oct 1996-May 1997
7A	7	Treasurer's Reports	Oct 1997-Jun 1998
7A	8	Treasurer's Reports	Oct 1998-Jul 1999

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7A	9	Treasurer's Reports	Oct 1999-Jul 2000
7A	10	Treasurer's Reports	Oct 2000-Jul 2001
7A	11	Treasurer's Reports	Oct 2001-May 2002
7A	12	Treasurer's Reports	Oct 2002-May 2003
7A	13	Treasurer's Reports	May 2003-Jun 2004
7A	14	Treasurer's Reports	Jul 2004-Jun 2007
7A	15	Treasurer's Reports	Jun 2007-Jul 2008
7A	16	Treasurer's Reports	Feb 2009-Jun 2010
27	12	Treasurer's Reports	Oct 2010-Jun 2016
8	1	Bonds	1943-1984
8	2	Certificates of Deposit	1992-93, 2007
8	3	Internal Revenue Forms	1975-1985
8	4	Tax Information and Exemption Papers	c. 1970s and 1980s
8	5	Outside Monetary Donations	1965-1968, 1980, 1996
8	6	Budgets	1951-2003
9	1	Financial Ledger	1907-1918
9	2	Financial Ledger	May 1918-Jan 1922
9	3	Financial Ledger	Jan 1922-Jan 1925
9	4	Financial Ledger	Jan 1925-Dec 1928
9	5	Financial Ledger	Jan 1929-Dec 1937
9	6	Financial Ledger	Dec 1937-Jun 1941
10	1	Financial Ledger	Jun 1941-Jun 1948
10	2	Financial Ledger	1964-1978
10	3	Financial Ledger	1978-1988
10	4	Dues Book	1964-1977
10	5	Auditor Reports: 1941-1952, 1955-1956, 1963, 1968-1969, 1971, 1977-1980, 1990, 1992-1993, 1995-1996, 1998-1999, 2000-2001, 2005	1941-2005
27	13	Audit Reports	2012-2015
10	6	Dues Collection Slip	undated
10	7	Insurance	c. 1960s-1980s
10	8	Scholarship Information	c. 1960s-2010, 2012
27	14	Scholarship Recipients	2014-2016
10	9	Miscellaneous Financial Records	1972, 1982, 2007 undated
		Series III: Membership Activities	1915-2018
11	1	Yearbooks	1915-1924
11	2	Yearbooks	1924-1927
11	3	Yearbooks	1927-1930
11	4	Yearbooks	1930-1933
11	5	Yearbooks	1933-1936

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
11	6	Yearbooks	1936-1939
11	7	Yearbooks	1939-1942
11	8	Yearbooks	1942-1945
11	9	Yearbooks	1945-1948
11	10	Yearbooks	1948-1951
11	11	Yearbooks	1951-1954
11	12	Yearbooks	1954-1957
11	13	Yearbooks	1957-1960
11	14	Yearbooks	1960-1963
11	15	Yearbooks	1963-1966
11	16	Yearbooks	1966-1969
11	17	Yearbooks	1969-1972
11	18	Yearbooks	1972-1975
11	19	Yearbooks	1975-1978
11	20	Yearbooks	1978-1981
11	21	Yearbooks	1981-1984
11	22	Yearbooks	1984-1987
11	23	Yearbooks	1987-1990
11	24	Yearbooks	1990-1993
11	25	Yearbooks	1993-1996
11	26	Yearbooks	1996-1999
11	27	Yearbooks	1999-2004
12	1	Yearbooks	1999-2002
12	2	Yearbooks	2002-2004
12	3	Yearbooks	2004-2007
12	4	Yearbooks	2007-2010
27	15	Yearbooks	2010-2012
28	1	Yearbooks	2012-2014
28	2	Yearbooks	2014-2016
28	3	Yearbooks	2016-2018
12	5	Monthly & Yearly Rosters/ New Members/Directory Changes	1951-May 1969
12	6	Monthly & Yearly Rosters/ New Members/Directory Changes	Jun 1969-Mar 1972
12	7	Monthly & Yearly Rosters/ New Members/Directory Changes	1972-1980
12	8	Monthly & Yearly Rosters/ New Members/Directory Changes	1981-2000
12	9	Monthly & Yearly Rosters/ New Member/Directory Changes	2000-2010
12	10	Corresponding Secretary's Reports	1931-1944
12	11	Corresponding Secretary's Reports	1961-1962
12	12	Corresponding Secretary's Report	Feb 1970

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
12	13	Corresponding Secretary's Reports	Oct 1970-Apr 1971
12	14	Corresponding Secretary's Reports	Oct 1971-Jun 1972
12	15	Corresponding Secretary's Reports	Jun 1972-Apr 1973
12	16	Corresponding Secretary's Reports	1973-1974
12	17	Corresponding Secretary's Reports	Oct 1974-May 1975
12	18	Corresponding Secretary's Reports	Nov 1975-Apr 1976
12	19	Corresponding Secretary's Reports	Jun 1976-May 1977
12	20	Corresponding Secretary's Reports	May 1977-May 1978
12	21	Corresponding Secretary's Reports	May 1978-May 1979
12	22	Corresponding Secretary's Reports	Nov 1979-May 1980
12	23	Corresponding Secretary's Reports	Oct 1981-Apr 1982
12	24	Corresponding Secretary's Report	1989-1990
12	25	Membership Reports	1964-1977
12	26	Membership Reports	1977-1992
12	27	Membership Reports	2009-2012
12A	1	Invitations and Program Information	1950-2003
12A	2	Centennial Committee	2005
12A	3	50 th and 100 th Anniversary Presentations	1957, 2007
12A	4	Dinner Party Committee Report	1959-1960
12A	5	New Members Coffee	1961-1962, 1969-1980
12A	6	Reception Committee Reports	c. 1960s-1980s
12A	7	Cookbook and Cookbook Report	2000
13	1	Fine Arts Delegate Report	1978-1979
13	2	War Service Committee	1945-1946
13	3	Membership Application	2003-2008
13	4	Memorial Honors/Tributes (Alphabetical Order)	1950s-2001
13	5	Member Obituaries and Funeral Cards	1997-2011
13	6	Honorary Membership Committee	1973, 1995
13	7	Summary of Attendance and Programs	1964-1975
13	8	Perfect Attendance Certificates	2002-2005, 2013-2015
13	9	Report of the Historian	1976-1978, 2001-2002
13	10	Travel Tales from the Book I'll Never Write Program	Feb. 9, 2009
13	11	Annual Programs	2008-2009, 2010-2011
13	12	Notes on Katharine Wright's Membership	undated
13	13	Miscellaneous (Program History, Telephone Tree and Silver Inventory)	2002, 2006-2008, 2011
		Series IV: Study Groups	1951-2016
13	14	Luncheon Reports, Receipts, Clippings	Jun 1954
13	15	Luncheon Reports, Receipts, Clippings	Jun 1955

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
13	16	Luncheon Reports, Receipts, Clippings	Jun 1956
13	17	Luncheon Reports, Receipts, Clippings	Jun 1957
13	18	Luncheon Reports, Receipts, Clippings	Jun 1958
13	19	Luncheon Reports, Receipts, Clippings	Jun 1959
13	20	Luncheon Reports, Receipts, Clippings	Jun 1960
13	21	Luncheon Reports, Receipts, Clippings	Jun 1961
13	22	Luncheon Reports, Receipts, Clippings	Jun 1962
13	23	Luncheon Reports, Receipts, Clippings	Jun 1963
13	24	Luncheon Reports, Receipts, Clippings	Jun 1964
13	25	Luncheon Reports, Receipts, Clippings	Jun 1965
13	26	Luncheon Reports, Receipts, Clippings	Jun 1966
13	27	Luncheon Reports, Receipts, Clippings	Jun 1967
13	28	Luncheon Reports, Receipts, Clippings	Jun 1968
13	29	Luncheon Reports, Receipts, Clippings	Jun 1969
13	30	Luncheon Reports, Receipts, Clippings	Jun 1970
13	31	Luncheon Reports, Receipts, Clippings	Jun 1971
13	32	Luncheon Reports, Receipts, Clippings	Jun 1972
13	33	Luncheon Reports, Receipts, Clippings	Jun 1973
13	34	Luncheon Reports, Receipts, Clippings	Jun 1974
13	35	Luncheon Reports, Receipts, Clippings	Jun 1975
13	36	Luncheon Reports, Receipts, Clippings	Jun 1976
13	37	Luncheon Reports, Receipts, Clippings	Jun 1977
13	38	Luncheon Reports, Receipts, Clippings	Jun 1978
13	39	Luncheon Reports, Receipts, Clippings	Jun 1979
13	40	Luncheon Reports, Receipts, Clippings	Jun 1980
13	41	Luncheon Reports, Receipts, Clippings	Jun 1981
13	42	Luncheon Reports, Receipts, Clippings	Jun 1982
13	43	Luncheon Reports, Receipts, Clippings	Jun 1983
13	44	Luncheon Reports, Receipts, Clippings	Jun 1984
13	45	Luncheon Reports, Receipts, Clippings	Jun 1985
13	46	Luncheon Reports, Receipts, Clippings	Jun 1986
13	47	Luncheon Reports, Receipts, Clippings	Jun 1987
13	48	Luncheon Reports, Receipts, Clippings	Jun 1988
13	49	Luncheon Reports, Receipts, Clippings	Jun 1989
13	50	Luncheon Reports, Receipts, Clippings	Jun 1990
14	1	Luncheon Reports, Receipts, Clippings	Jun 1991
14	2	Luncheon Reports, Receipts, Clippings	Jun 1992
14	3	Luncheon Reports, Receipts, Clippings	Jun 1993
14	4	Luncheon Reports, Receipts, Clippings	Jun 1995
14	5	Luncheon Reports, Agendas, Minutes	1996, 2005-2007
14	6	Luncheon Reports	Oct 2007-Oct 2008, 2009, Jun 2010
14	7	Luncheon Programs	1961-1977

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
14	8	Luncheon Programs	1985-2003
28	4	Luncheon Programs	2004-2010
28	5	Luncheon Programs	2011-2013
28	6	Luncheon Programs	2014-2016
14	9	Luncheon Script	Jun 2001
14	10	Program-Ball celebrating 60 th Anniversary	Apr 8, 1967
14	11	Banquet Sites in Dayton	1985
14	12	Study Group Pamphlets	1991-93
14	13	Afternoon Play Reading Group Founding History	1960, undated
14	14	Afternoon Play Reading Group Guidelines	1988-1989
14	15	Afternoon Play Reading Group Roster and Minutes	1961-1977
14	16	Afternoon Play Reading Group Roster and Minutes	1977-1989
14	17	Afternoon Play Reading Group Correspondence	1975, 1989, undated
14	18	Afternoon Play Reading Group Picnic Photos	1960
14	19	Arts Appreciation Group	1981
14	20	Arts and Crafts Group Founding History	1960
14	21	Arts and Crafts Group Guidelines	1984-1985
14	22	Arts and Crafts Group Minutes, Attendance Rosters, Treasurer's Reports	1963-1972
14	23	Arts and Crafts Group: Minutes, Attendance Rosters, Treasurer's Reports	1972-1979
14	24	Arts and Crafts Group: Minutes, Attendance Rosters, Treasurer's Reports	1979-1994
14A	1	Arts and Crafts Group: Minutes, Attendance Rosters, Treasurer's Reports	1993-2004
14A	2	Arts and Crafts Group: Minutes, Attendance Rosters	Oct 2004-2010
14A	3	Arts and Crafts Group Minutes, Membership, Financial Report	Sep 2010-Sep 2011
28	7	Arts and Crafts Group	2011-2016
14A	3	Book Group Founding History	1956, 1960, 2003
14A	4	Book Group Guidelines	1985-1986, 1999
14A	5	Book Group Minutes	1959-1973
14A	6	Book Group Minutes: Attendance Rosters, Treasurer's Reports	1973-1978
14A	7	Book Group Minutes: Attendance Rosters, Treasurer's Reports	1978-1983

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
15	1	Book Group Minutes, Attendance Rosters, Treasurer's Reports	1984-1994
15	2	Book Group Minutes, Attendance Rosters, Treasurer's Reports	1994-1999
15	3	Book Group Minutes, Membership Lists, Treasurer's Reports, Photos	1999-2004
15	4	Book Group Minutes, Membership Lists	2006-2010
15	5	Book Group Minutes, Treasurer's Report	Sep 2010-Apr 2012
28	8	Book Group	2012-2013, 2015-2016
15	6	Evening Group Founding History	1960
15	7	Evening Play Reading Group Founding History	1959
15	8	French Group Founding History	undated
15	9	Foreign Affairs Group Founding History	1960
15	10	Garden Group Founding History	1960
15	11	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1951-1960
15	12	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1960-1969
15	13	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1970-1979
15	14	Garden Group Minutes, Attendance Rosters, Treasurer's Reports	1979-1989
15	15	Garden Group Minutes, Attendance Rosters, Guidelines	1989-2004
15	16	Garden Group Schedules and Membership Lists	1999-2003
16	1	Gourmet Group Founding History	1960, 1970
16	2	Gourmet Group Guide Rules (North and South)	1960-2007
16	3	Gourmet Group Minutes	Mar 1960-May 1965
16	4	Gourmet Group Minutes	Oct 1965-May 1970
16	5	Gourmet Group Leadership	1960-1994
16	6	Gourmet Group North and South Rosters	1998-1999, 2001-2002
16	7	Gourmet Group Treasurer's Reports	1970-1981
16	8	Gourmet Group (North) Program	Apr 1998
16	9	Gourmet Group (North) Treasurer's Reports	1981-2001
16	10	Gourmet Group (North) Minutes and Membership list	1999-2000, Nov 2003-2010
16	11	Gourmet Group (North) Minutes and Membership List	Dec 2010-May 2012
28	9	Gourmet Group (North) Minutes and Membership Lists	2012-2016

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
16	12	Gourmet Group (South) Officers	2005-2006
16	13	Gourmet Group (South) 25 th Anniversary	1995
16	14	Gourmet Group (South) Waiting Lists	1978-1979, 1982-1983, 1987-1988
16	15	Gourmet Group (South) Minutes	Oct 1970-May 1975
16	16	Gourmet Group (South) Minutes	Oct 1975-May 1980
16	17	Gourmet Group (South) Minutes	Oct 1980-Dec 1985
16	18	Gourmet Group (South) Minutes	Sep 1986-May 1990
16	19	Gourmet Group (South) Minutes and Membership Lists	1990-2007 (scattered)
16	20	Gourmet Group (South) Minutes and Roster	Oct 2007-2010
16	21	Gourmet Group (South) Minutes and Member List	Sep 2010-May 2011
28	10	Gourmet Group (South) Minutes and Membership Lists	2012-2016
16	22	Interior Decorating Group History, Officers, Membership	1960, 1990s
16	23	Interior Decorating Group Guidelines	1985, 2005?
16	24	Interior Decorating Group Minutes	c. 1960s
16	25	Interior Decorating Group Minutes	1960-1961
16	26	Interior Decorating Group Minutes	1961-1963
16	27	Interior Decorating Group Minutes	1963-1965
16	28	Interior Decorating Group Minutes	1965-1967
16	29	Interior Decorating Group Minutes	1967-1969
16	30	Interior Decorating Group Minutes	1969-1971
16	31	Interior Decorating Group Minutes	1971-1973
16	32	Interior Decorating Group Minutes	1973-1975
17	1	Interior Decorating Group Minutes	1975-1977
17	2	Interior Decorating Group Minutes	1977-1979
17	3	Interior Decorating Group Minutes	1979-1981
17	4	Interior Decorating Group Minutes	1981-1983
17	5	Interior Decorating Group Minutes	1983-1985
17	6	Interior Decorating Group Minutes	1985-1987
17	7	Interior Decorating Group Agendas/Minutes	1987-1989
17	8	Interior Decorating Group Minutes	1989-1991
17	9	Interior Decorating Group Minutes, Correspondence	1991-1993
17	10	Interior Decorating Group Minutes, Correspondence	1993-1994
17	11	Interior Decorating Group Membership, Attendance	1976-1995, 2008
17	12	Interior Design Group Minutes, Treasurer's Report	2006-2007

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
17	13	Interior Design Minutes, Member List	Oct 2007-2010
17	14	Interior Design Group Minutes, Treasurer's Report, Program and Paid Members List	Oct 2010-May 2011
28	11	Interior Design Group	2012-2016
17	15	Investment Club-Founding History, Bylaws and Procedures	1998, 2005
28	12	Investment Club Membership	2000
17	16	Investment Club Minutes	Feb 2004-Nov 2004
17	17	Investment Club Minutes	Jan 2006-Nov 2006
17	18	Investment Club Minutes, Treasurer's Report	Jun 2007-2010
17	19	Investment Group Minutes	May 2010-Apr 2012
28	13	Investment Club	2012-2016
17	20	LePetit Gourmet (North)-History	1976
17	21	LePetit Gourmet (South)-History, Rules	1973, 1982
17	22	Money Management Group-Guide Rules	2004
17	23	Money Management Group Yearly Programs	1981-1982, 1995-1998, 2012-2013
17	24	Money Management Group-Membership	1980-2004
17	25	Money Management Group-Treasurers Reports	2002-2007
17	26	Money Management Minutes, Treasure's Report, Member List	2007-2010
17	27	Money Management Group Minutes and 2010-2011 Financial Report	2010-2012
28	14	Money Management Group	2014-2016
17	28	Money Management Group-Fall Luncheon	1995
17	29	Morning Play Reading Group	1972
17	30	Scribblers Group-History	1960, 1972
17	31	Sew and So Group-Founding History	1973
17	32	Sew and So Group Minutes	1987-88
17	33	Sew and So Group Guidelines	1970s
17A	1	Sew and So Group Outside Correspondence	1973, 1980
17A	2	Sew and So Group Yearly Programs/Reports	1973-1974, 1986-1987
17A	3	Sew and So Group-Membership Lists	1973-1989
17A	4	Theater Arts Group-Founding History	undated
17A	5	Theater Arts Group-Guidelines	undated
17A	6	Theater Arts Group-Membership, Attendance	1979-1995
17A	7	Theater Arts Group-Correspondence	1994
17A	8	Theater Arts Group Minutes	1979-1981
17A	9	Theater Arts Group Minutes	1981-1983
17A	10	Theater Arts Group Minutes	1983-1985

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
17A	11	Theater Arts Group Minutes	1985-1987
17A	12	Theater Arts Group Minutes	1987-1989
17A	13	Theater Arts Group Minutes	1989-1991
17A	14	Theater Arts Group Minutes	1991-1993
17A	15	Theater Arts Group Minutes	1993-1995
17A	16	Theater Arts Group Play List	1960s-1980s
17A	17	Theater Arts Group Play Bills	1955-1962
18	1	Travel Group-Founding History	1960
18	2	Travel Group-Guidelines	1985
18	3	Travel Group-Agenda	1989-1990
18	4	Travel Group-Agenda	1990-1991
18	5	Travel Group-Agenda	1991-1992
18	6	Travel Group-Agenda	1992-1993
18	7	Travel Group-Minutes	2005-2010
18	8	Travel Group-Contracts Patterson Homestead & Otterbein Church	undated
18	9	Travel Group-Leader's Notes	undated
18	10	Travel Group-Membership	1985-1994
18	11	Volunteer Service Group Founding History	1962
18	12	Volunteer Service Group-Guidelines	undated
18	13	Volunteer Service Group Secretary's Book	Mar 1992-Apr 1995
18	14	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1961-1970
18	15	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1970-1971, 1974-1975
18	16	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1975-1976, 1980-1981
18	17	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1981-1982, 1988-1989
18	18	Volunteer Service Group Yearly Programs/Reports/Membership Lists	1989-1990, 1994-1995
18	19	Volunteer Service Group News Clippings	c. 1960s
18	20	Volunteer Service Group Volunteer Service Bureau Information	1972-1973
18	21	Volunteer Service Group-Reminders	1972-1973
18	22	Volunteer Service Group Yearly Service Lists	1961-1989
18	23	Volunteer Service Group Service Hours Rosters	1964-1965, 1970-1971
18	24	Volunteer Service Group Service Hours Rosters	1971-1972, 1979-1980
18	25	Volunteer Service Group Outside Correspondence	undated

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
18	26	Volunteer Service Group November Luncheons	1978, 1988
18	27	Volunteer Service Group-Speech	undated
18	28	Volunteer Service Group-Obituaries	undated
18	29	Volunteer Service Group Attendance Rosters	c. 1990
18	30	Volunteer Service Group Notes to Leader	1968
18	31	Volunteer Service Group Disbanding Information	1995
Series V: Publicity and Correspondence			<u>1944-2016</u>
19	1	Newsletters	Feb-Apr 1944, Jan 1945
19	2	Newsletters	Oct 1946-May 1949
19	3	Newsletters	Jan 1950-Apr 1955
19	4	Newsletters	Oct 1955-Jun 1960
19	5	Newsletters	Oct 1960-Jun 1965
19	6	Newsletters	Oct 1965-Jun 1970
19	7	Newsletters	Oct 1970-Jun 1975
19	8	Newsletters	Oct 1975-Jun 1980
19	9	Newsletters	Oct 1980-Jun 1985
19	10	Newsletters	Sep 1985-Jun 1990
20	1	Newsletters	Sep 1990-Jun 1995
20	2	Newsletters	Sep 1995-Jun 1999
20	3	Newsletters	Sep 1999-Jun 2003
20	4	Newsletters	Sep 2003-Jun 2006
20	5	Newsletters	Sep 2006-Jun 2010
20	6	Newsletters	Oct 2010-Jun 2012
28	15	Newsletters	Oct 2012-Dec 2013
28	16	Newsletters	Oct 2014-Jun 2016
20	7	Newsletter Articles	1963-2000
20	8	Press Releases	c. 1960s
20	9	Press Releases	c. 1960s
20	10	Press Releases	c. 1960s
20	11	Publicity Reports	1966-1973
20	12	Newspaper Clippings	1954-2010
20	13	Internal Correspondence	1974-2005
20	14	Incoming-Outgoing President Correspondence	1995-1997, 2000
20	15	Meeting Place Correspondence/Contracts	1967-2004, 2008
20	16	General Correspondence	1945-2008
Series VI: Photographs			<u>1996-2012</u>

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
20A	1	June Luncheon	1996-1999, 2001
20A	2	Meeting and Luncheon Photos	2010
20A	3	Meeting and Luncheon Photos	2011
20B	1	Meeting and Luncheon Photos	2012
20B	2	Special Events	Feb 2007–Mar 2007
		Series VII: Scrapbooks	1940-2006
21	1	Newspaper clippings scrapbook	Jan 1940–Jun 1947
22	1	Newspaper clippings scrapbook	Sep 1947–May 1955
23	1	Newspaper clippings scrapbook	Sep 1955–May 1973
24	1	Photographs & Newspaper clippings	1989-2000
25	1	Two scrapbooks-Photographs of events	1996
25	2	Newspaper clippings scrapbook	1999-2006
26	1	Scrapbook- Memorials and Certificates	1954-2001
		Series VIII: President's Notebooks	2008-2010
27	1	President Marjorie MacKeown	Jun 2008-Jun 2009
27	2	President Judith D. Holt	2009-2010