

## **FSC-44: Southwest Ohio School Nurses Association Records**

**Collection Number:** FSC-44

**Title:** Southwest Ohio School Nurses Association Records

**Dates:** 1965-2015

**Creator:** Southwest Ohio School Nurses Association

### **Summary/Abstract:**

The Southwest Ohio School Nurses Association (SWOSNA) was founded in late 1967, with a primary purpose of developing strategies to obtain mandatory school health services and certification. It includes school nurses from southwestern Ohio, including Dayton, Springfield, Middletown, and Cincinnati. The organization's goals include promoting health knowledge and advancing the quality of health services for school aged children in southwestern Ohio; fostering professional attitudes and adhering to the Scope and Standards of Professional School Nurses as defined by the National Association of School Nurses (NASN); developing networks with school nurses throughout the region; supporting the purposes of, and working in concert with, the Ohio Association of School Nurses (OASN) and the NASN; and working on a non-profit basis. The records include general history, scrapbooks, constitution and by-laws, membership lists, meeting minutes, reports, correspondence, and newsletters.

**Quantity/Physical Description:** 4.36 linear feet

**Language(s):** English

### **Repository:**

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

[Description of item, Date, Box #, Folder #], FSC-44, Southwest Ohio School Nurses Association Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

### **Acquisition:**

The Southwest Ohio School Nurses Association Records were donated to Special Collections and Archives, Wright State University Libraries, in September 2000, along with the Ohio

Association of School Nurses Association Records (FSC-41). Several additions have been received over the years since then.

**Accruals:**

Additional materials are likely to be received.

**Separated Material:**

The Southwest Ohio School Nurses Association Records and the Ohio Association of School Nurses Records are closely related and often involve many of the same people. Consequently, new accessions for both are often received simultaneously and mixed together. As a result, portions of the SWOSNA collection were originally processed as part of the Ohio Association of School Nurses Association Records, as Series 10. Because the two organizations are separate and distinct, the materials for each organization were separated during processing in 2020.

**Other Finding Aid:**

The finding aid is available on the Special Collections & Archives, Wright State University Libraries web site at <https://www.libraries.wright.edu/special/collectionguides/files/fsc44.pdf>. It is also available in the OhioLINK Finding Aid Repository at <http://ead.ohiolink.edu/xtf-ead/>.

**Related Material:**

FSC-41: Ohio Association of School Nurses Records  
MS-472: Lovetta R. Blanke Collection

**Processed by:**

Finding aid written according to DACS standards by Lisa Rickey, November 2020.

**Arrangement:**

The collection is arranged in 7 series:

- Series I: General History, 1967-2000
- Series II: Administrative, 1969-2015
- Series III: Meetings, 1968-2015
- Series IV: Committees and Reports, 1968-2015
- Series V: Correspondence, 1965-2015
- Series VI: Financial, 1981-2015
- Series VII: Newsletters, 1972-2010

**Historical Note:**

The Southwest Ohio School Nurses Association (SWOSNA) was founded in late 1967 by a small group of school nurses from the Dayton-Miami Valley, Springfield, and Middletown areas, with a primary purpose of developing strategies to obtain mandatory school health services and certification.

Goals of the Association (per their constitution) include promoting health knowledge and advancing the quality of health services for school aged children in southwestern Ohio; fostering professional attitudes and adhering to the Scope and Standards of Professional School Nurses as defined by the National Association of School Nurses (NASN); developing networks with school

nurses throughout the region; supporting the purposes of, and working in concert with, the Ohio Association of School Nurses (OASN) and the NASN; and working on a non-profit basis.

The SWOSNA Executive Committee consists of President, President-Elect, Immediate Past President, Secretary, Treasurer, and OASN Representative. The SWOSNA Board includes the Executive Committee and the Chairpersons of all standing committees. The standing committees include Finance, Historian, Legislation, Membership, Nominations, Public Relations, and Ways and Means. SWOSNA typically holds three (3) Board meetings per year, with a transitional meeting held prior to the end of the fiscal/school year (June 30), as well as three (3) general membership meetings per year.

The organization's web site can be found at <https://swosna.org/>.

### **Scope and Content Note:**

The Southwest Ohio School Nurses Association (SWOSNA) Records contains various records typical of this type of professional organization and dating back to the founding of the organization.

**Series I: General History**, includes scrapbooks, written narrative histories, brochures, and fact sheets about SWOSNA. The three scrapbooks cover the time period from 1967 to 2000, and there are two narrative histories, one by Lovetta Blanke, circa 1975, and another celebrating the organization's 20<sup>th</sup> anniversary in 1988. The overall span dates of this series are 1967 to 2000.

**Series II: Administrative**, includes the Constitution and By-Laws (several versions dating from 1969 to about 2015), as well as lists and directories of officers, committees, and membership. Membership lists date from about 1967 to 2015. The overall span dates of this series are 1969 to 2015.

**Series III: Meetings**, includes the agendas, minutes, handwritten notes, and attachments for the Board and General meetings. The series is arranged chronologically, with both types of meetings filed together, usually with one folder per (academic) year. In cases where committee reports were attached to the meeting files upon receipt (in the original order), those reports remain with the meeting files. The overall span dates of this series are 1968 to 2015, though there are significant gaps from 2000-2004 and 2007-2011.

**Series IV: Committees and Reports**, includes committee and officer reports and attachments, as well as end-of-year reports, with the exception of treasurer's reports, which can be found in Series VI: Financial. Records in Series IV are filed chronologically by (academic) year, with all reports for that year in the same folder. In cases where committee reports were attached to the meeting files upon receipt (in the original order), those reports remain with the meeting files. The overall span dates of this series are 1968 to 2015, with significant gaps from 2000-2004 and 2007-2009.

**Series V: Correspondence**, includes both incoming and outgoing correspondence relevant to the organization and is arranged chronologically. The span dates of this series are 1965 to 2015.

**Series VI: Financial**, includes primarily treasurer's reports and budgets and are filed chronologically. The span dates of this series are 1981 to 2015.

**Series VII: Newsletters**, consists of the monthly or (later) quarterly newsletters of the organization, which generally include a message from the president, information about upcoming meetings or workshops, and other announcements. The span dates of this series are 1972 to 2010, with significant gaps from 2001 to 2010.

## **Subject Terms**

### **Persons/Families**

Blanke, Lovetta Ruth Dixon, 1919-2012

### **Organizations/Corporate Names**

Southwest Ohio School Nurses Association

Ohio Association of School Nurses

### **Places**

### **Subjects (General)**

School nursing -- Ohio

### **Material Types**

Correspondence

Minutes

Newsletters

Scrapbooks

### **Occupations**

Nurses -- Ohio

### Collection Inventory

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
<b>Series I: General History</b>			<b>1967-2000</b>
1		Scrapbook: SWOSNA History, Volume 1, "1968"	1967-1990
2		Scrapbook: SWOSNA History, Volume 2, "84-85"	1984-1990
3-4		Scrapbook: SWOSNA History, Volume 3	1990-2000
5	1	"History of SWOSNA," by Lovetta Blanke	Circa 1975
5	2	"Philosophy of School Nursing"	Circa 1975
5	3	"A Celebration" 20-Year History, 1968-1988	1988 Apr.
5	4	SWOSNA Fact Sheet	1996-1997
5	5	SWOSNA Brochures	Circa 1990-2000?
<b>Series II: Administrative</b>			<b>1969-2015</b>
5	6	Constitution and By-Laws	1969
5	7	Constitution and By-Laws	1974
5	8	Constitution and By-Laws	1976
5	9	Constitution and By-Laws	1979
5	10	Constitution and By-Laws	1981, 1982, 1984
5	11	Constitution and By-Laws	1985, 1987, 1989
5	12	Constitution and By-Laws	1992, 1996
5	13	Constitution and By-Laws	2001, 2004, 2005, 2007
5	14	Constitution and By-Laws	Circa 2014-2015
5	15	List of Past Presidents, 1968-1993, and Officers, 1968-1988	1988, 1993
5	16	Executive Officers Directories	1974-1976, 1979-1980
5	17	Executive Committee Directories	1983-1990
5	18	Executive Committee Directories	1990-2000
5	19	Executive Board Directories	2000-2010, 2013-2015
5	20	Duties of Executive Officers	1990-2015
5	21	School Nurse Rosters (SWOSNA Membership?)	1967-1970
5	22	Membership Lists	1972, 1975, 1979-1980
5	23	Membership Lists	1980-1990
6	1	Membership Lists	1990-1995
6	2	Membership Lists	1996-2000
6	3	Membership Lists	2002-2005, 2009-2015
<b>Series III: Meetings</b>			<b>1968-2015</b>
6	4	Meetings	1968-1970
6	5	Meetings	1970-1975

<b>Box</b>	<b>File</b>	<b>Description</b>	<b>Date</b>
6	6	Meetings	1975-1980
6	7	Meetings	1981-1985
6	8	Meetings	1985-1986
6	9	Meetings	1986-1987
6	10	Meetings	1987-1988
6	11	Meetings	1988-1989
6	12	Meetings	1989-1990
6	13	Meetings	1990-1991
6	14	Meetings	1991-1992
7	1	Meetings	1992-1993
7	2	Meetings	1993-1994
7	3	Meetings	1994-1995
7	4	Meetings	1995-1996
7	5	Meetings	1996-1997
7	6	Meetings	1997-1998
7	7	Meetings	1999-2000
7	8	Meetings (gaps)	2000-2004
7	9	Meetings	2004-2005
7	10	Meetings	2005-2006
8	1	Meetings	2006-2007
8	2	Meetings (gaps)	2007-2011
8	3	Meetings	2011-2012
8	4	Meetings	2012-2013
8	5	Meetings	2013-2014
8	6	Meetings	2014-2015
<b>Series IV: Committees and Reports</b>			<b>1968-2015</b>
8	7	Committees and Reports	1968-1969
8	8	Committees and Reports	1971-1976
8	9	Committees and Reports	1984-1985
8	10	Committees and Reports	1985-1986
8	11	Committees and Reports	1986-1987
8	12	Committees and Reports	1987-1988
8	13	Committees and Reports	1988-1989
8	14	Committees and Reports	1989-1990
9	1	Committees and Reports	1990-1991
9	2	Committees and Reports	1991-1992
9	3	Committees and Reports	1992-1993
9	4	Committees and Reports	1993-1994
9	5	Committees and Reports	1994-1995
9	6	Committees and Reports	1995-1996
10	1	Committees and Reports	1996-1997
10	2	Committees and Reports	1997-1998

<b>Box</b>	<b>File</b>	<b>Description</b>	<b>Date</b>
10	3	Committees and Reports	1998-2000
10	4	Committees and Reports (gaps)	2000-2004
10	5	Committees and Reports	2004-2005
10	6	Committees and Reports	2005-2006
10	7	Committees and Reports	2006-2007
10	8	Committees and Reports (gaps)	2007-2009
10	9	Committees and Reports	2009-2010
10	10	Committees and Reports	2010-2011
10	11	Committees and Reports	2011-2012
10	12	Committees and Reports	2012-2013
10	13	Committees and Reports	2013-2014
10	14	Committees and Reports	2014-2015
<b>Series V: Correspondence</b>			<b>1965-2015</b>
11	1	Correspondence	1965, 1968
11	2	Correspondence	1970-1975, 1979
11	3	Correspondence	1984-1987
11	4	Correspondence	1987-1990
11	5	Correspondence	1990-1995
11	6	Correspondence	1995-2000
11	7	Correspondence	2000-2005
11	8	Correspondence	2005-2010
11	9	Correspondence	2011-2015
<b>Series VI: Financial</b>			<b>1981-2015</b>
11	10	Financial	1981-1990
11	11	Financial	1990-1995
11	12	Financial	1995-2000
11	13	Financial	2000-2005
11	14	Financial	2005-2010
11	15	Financial	2012-2015
<b>Series VII: Newsletters</b>			<b>1972-2010</b>
12	1	Newsletters	1972-1975
12	2	Newsletters	1976-1977
12	3	Newsletters	1978-1980 Mar.
12	4	Newsletters	1980 May-1986
12	5	Newsletters	1986-1987
12	6	Newsletters	1988-1989
12	7	Newsletters	1990-1995
12	8	Newsletters	1996-2000
12	9	Newsletters (gaps)	2001-2007, 2010