

## **MS-391 Altrusa Club of Dayton**

**Collection Number:** MS-391

**Title:** Altrusa Club of Dayton

**Dates:** 1934-2012 (Bulk 1980-2004)

**Creator:** Altrusa Club of Dayton

### **Summary/Abstract:**

This collection consists of minutes of the various business meetings that relate to the Dayton chapter of the Altrusa Club. Information on the organizational structure including bylaws for the national organization is also included. Yearbooks from the local chapter, scrapbooks and other memorabilia can found in this collection as well as newsletters from both the local and national organization.

**Quantity/Physical Description:** 13.34 linear ft.

**Language(s):** English

### **Repository:**

Special Collections and Archives, Paul Laurence Dunbar Library, Wright State University, Dayton, OH 45435-0001, (937) 775-2092

**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-391, Altrusa Club of Dayton, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

**Accruals:** Additional records may be deposited in the future.

### **Revisions:**

In July 2013, the finding aid was revised to reflect additions. Most of the changes are to the box and file listing, but slight changes were also made in the names of some of the series and subseries so that new records could more easily fit into the existing organizational structure. However, no new series or subseries were added and most material maintained its original placement even if many more files of the same content type were added (*e.g.* annual luncheon files and meeting minutes). One exception to this is that the small amount of awards and nomination documents previously included in Series I was moved to its own box in Series VI to

coincide with where new awards-related documents were placed; the scope and content note was edited to reflect that change. Another new category of content for the Summer 2013 additions, grants dispersed by Altrusa, is currently filed with administrative records.

**Related Material:**

MS-143, Clara E. Weisenborn

**Processed by:** Sara Boteler, Winter 2009

Additions processed by Ximena Chrisagis, June-July 2013

**Arrangement:** This collection is arranged into six series. The series are:

Series I: Administration

Subseries IA: Local

Subseries IB: National

Series II: Newsletters

Subseries IIA: Local and Regional

Subseries IIB: National

Series III: Yearbooks

Series IV: Photographs

Series V: Loose News Clippings/Public Relations and Scrapbooks

Series VI: Honors & Memorabilia

Subseries VIA: Awards & Nominations

Subseries VIB: Altrusa

**Biographical/Historical Note**

In 1917, Dr. Alfred Durham, seeing the increase of women entering the workforce because of World War I, founded the Altrusa Institute in Nashville, Tennessee. His vision for the Altrusa Institute was that it would establish clubs across the nation where women could come together and exchange ideas. The Dayton Chapter of Altrusa was the second club in the nation, founded in 1917. In 1918, Mamie L. Bass furthered Dr. Durham's vision by helping to make it a classified service organization for women. By 1922, there were 20 clubs nationwide and the name was changed to the National Association of Altrusa Clubs to reflect this increase. In 1935, Altrusa became international when it welcomed its first club in Mexico.

Later activities by Altrusa International include sending a representative to the United Nations in 1946. In 1966, Altrusa established a program targeting teenage girls (ages 13-21), to help support and encourage them in their education, professions, and service to society. In 1977, literacy was officially adopted as the main focus of many of their service projects. In 1997, the Altrusa Foundation, the non-profit philanthropic arm of the corporation, adopted Camp Safe Haven for children with HIV/AIDS. Altrusa clubs are still active across the country and in other countries, including the club in Dayton, Ohio.

**Scope and Content**

The arrangement of this collection is separated into six series.

Series I, Administration, includes two subseries.

Subseries IA, Local, includes records from annual fundraising events (with particular emphasis on the Annual Luncheon/Auction) for the 1970s through 2010. The older records tend to be more complete. (Annual Luncheon/Auction files are not provided at all for the years of 2005 through 2009).

This subseries also consists of minutes. Board meeting minutes include the years 1988 through 2004 with the last half of 1994, most of 1995, and the first half of 1996 missing. Likewise, the business, dinner, and membership meetings (likely differently labeled meetings of the entire membership) have some gaps. These gaps are evident in the box and file listing.

Financial reports are also part of this subseries (mostly monthly treasurer reports and annual budgets). The annual budgets cover the years 1960 through 2000. Operating and project fund reports cover the years 2002 through 2008. Some monthly treasurer reports and annual budget reports) are filed with the meeting minutes if they were maintained with the meeting minutes by the club officers. If the financial reports were filed separately, that arrangement was also maintained.

Another part of this subseries consists of files relating to grants the Altrusa Club of Dayton dispersed to local nonprofit entities, namely applications for Altrusa grants and correspondence from organizations seeking or receiving Altrusa funding.

Club history is also in this subseries and covers the years 1942 to 1962 with a handwritten addition of the years 1962 to 1977.

Pamphlets explaining community service projects the club sponsored or in which it participated are also found in this series.

Finally, files from the regional branch of Altrusa International, District Five, are part of this subseries. These cover the years 1979-2011, with the bulk of records covering the 1990s forward.

Subseries 1B, National, includes information about the national organization. Presidential handbook, bylaws and organization pamphlets are included here.

Series II, Newsletters contains two subseries.

Subseries IIA, Local, includes the local newsletter, the *Daytrusan*, covering the years 1989 through 2000, but the year 1990 is missing. Also included here is the *Vision*, the Xenia, Ohio, newsletter, for September 1997, the only one present. Lastly, there are the *District Five Service Bulletins* covering the years from Nov. 1987 through 2012 with some gaps within the date ranges. The year 2000 is completely missing.

Subseries IIB, National, includes the national newsletter, the *Altrusa Accent*, which covers the dates of 1987 through 2000. Also included is the international newsletter, The International Altrusan, covering the years 1990-2004, however the years 1991, 1994, 1996, 1998, and 2000 are not included.

Series III, Yearbooks, includes the yearbooks of the local chapter. The yearbooks include such information as who the officers were for that year, the dates and places of the meetings that were held, as well as directory information for the current member with address and phone number. Their meetings calendar went from August of one year to July the next in the earlier yearbooks but changed in the 1992-1993 yearbooks to September through August. This may cause years to overlay in the container listing. The yearbooks cover the years 1933 to 2005, with the 1966-1967

yearbook being the 50<sup>th</sup> anniversary edition. The years 1934 to 1939, 1940 to 1954 and 1998 to 2000 are not included.

Series IV, Photographs, includes photos of members, some of the photographs are identified and some are not. Also included in this series is a Jane Reece photograph of the members of the Altrusa Club of Dayton in 1926 at her studio in Dayton, Ohio.

Series V, Loose Newspaper Clippings/Public Relations and Scrapbooks, includes seven scrapbooks. The scrapbooks contain newspaper articles relating to Altrusa and its members. They also include photographs, with varying degrees of identifying information. The bulk of the scrapbooks are contained in a box placed in individual trays in chronological order with the top being the earliest. The folder numbers listed are the trays.

This series also contains miscellaneous dated and undated newspaper clippings about the organization and its individual members that were received loose as additions but had not been arranged into scrapbooks.

Series VI, Honors & Memorabilia, includes two subseries.

Subseries VIA, Awards & Nominations, includes nominations and awards that were received by the Dayton Club, as well as individual club members.

Subseries VIB, Altrusa, includes Altrusa related memorabilia including cookbooks, a promotional video and a coverlet that was sold as a fundraiser.

## **Subject Terms**

### **Organizations/Corporate Names**

International Association of Altrusa Clubs  
National Association of Altrusa Clubs  
Altrusa International

### **Places**

Dayton (Ohio)

### **Subjects (General)**

Women--Societies and clubs. Service club

### **Material Types**

Minutes  
Correspondence  
Scrapbook  
VHS  
Coverlet

## **Collection Inventory**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
<b>Series I: Administration</b>			
<b>Subseries IA: Local</b>			
1	1	1970s Altrusa Fundraising	1972-1977
	2	1980s Altrusa Fundraising	1980-1989
	3	Annual Luncheon/Auction	1990
	4	Annual Luncheon/Auction	1991
	5	Annual Luncheon/Auction	1992-1993
	6	Annual Luncheon/Auction	1994
	7	Annual Luncheon/Auction	1995-1996
	8	Annual Luncheon/Auction	1997
	9	Annual Luncheon/Auction	1998-1999
	10	Annual Luncheon/Auction-Comparison of Receipts, Expenses, and Net Profit, 1997 v. 1999	1999
	11	Annual Luncheon/Auction	2000-2001, Undated
	12	Annual Luncheon/Auction	2002
	13	Annual Luncheon/Auction	2003-2004, Undated
	14	Dayton Women's Club Banquet Information	2000, 2004
	15	17 <sup>th</sup> Annual Kathryn Hagler High Tea	May 2009
	16	Annual Luncheon/Auction	2010
	17	Attendance	1991-1992, 1994-1995
	18	Board Mtg. Minutes	Sep. 1988-Jul. 1989
	19	Board Mtg. Minutes	Sep. 1989-Feb. 1990
	20	Board Mtg. Minutes	May-July 1991
	21	Board Mtg. Minutes	Aug. 1991-Aug. 1992
1A	1	Board Mtg. Minutes	Sep. 1992-Sep. 1993
	2	Board Mtg. Minutes	Sep. 1993-Aug. 1994, Oct. 1994
	3	Board Mtg. Minutes	Apr. 1995-Nov. 1995
	4	Board Mtg. Minutes	Dec. 1995-Aug. 1996
	5	Board Mtg. Minutes	Sep. 1996-Aug. 1997
	6	Board Mtg. Minutes	Sep. 1997-Jul. 1998
	7	Board Mtg. Minutes	Sep. 1998-Aug. 1999
	8	Board Mtg. Minutes	Sep. 1999-Aug. 2000
	9	Board Mtg. Minutes	Sep. 2000-Aug. 2001
	10	Board Mtg. Minutes	Apr. 2002-Jul. 2002
	11	Board Mtg. Minutes	Sep. 2002 -Aug. 2003
	12	Board Mtg. Minutes	Sep. 2003-Aug. 2004
	13	Board Mtg. Minutes	Sep. 2004-Nov. 2004

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1B	1	Board Mtg. Minutes	Jan. 2005, Apr. 2005-Feb. 2006
	2	Board Mtg. Minutes	June 2006-Nov. 2006
	3	Board Mtg. Minutes	Jan. 2007-Nov. 2007
	4	Board Mtg. Minutes	Jan. 2008-June 2008
	5	Board Mtg. Minutes	May 2008-July 2009 (Aug-Sep. 2008; Feb., Apr. 2009 lacking)
	6	Board Mtg. Minutes	Aug. 2009-Mar. 2010
	7	Board Mtg. Minutes	June 2010-June 2011
	8	Board Mtg. Minutes (including supporting finance and bylaws documents)	July 2011-May 2012
	9	Speaker Letter Template	Undated
	10	Program Committee	1979-1981
	11	Correspondence-Membership Status (Emeritus, Resignations, Leave	1992-1994
	12	Membership Invitations and Recommendations	1988-1995, 2001
	13	Emeritus Membership Applications	1994-1995
	14	Member Survey, Board Members, Handwritten List of Members	Undated, 2004-2005, 2009
	15	Membership/Leadership Rosters	1996-2009
	16	Officer & Member Responsibilities/Orientation	1997, 2007-2009
	17	Membership Orientation	2010-2012
1C	1	Calendar of Events	2006-2008
	2	Club Accomplishments under the Presidency of Barb Self	2008-2010
	3	Club Accomplishments under the Presidency of Belinda Huffman	2010-2012
	4	Strategic Plan, Calendar of Events, Committee Plans	2011-2012
	5	Club History	1942-1962, 1962-1977
	6	History-Altrusa Burn Center (Children's Medical Center)	[1977?]
	7	Club Policies and Bylaws	Undated, Jan. 1991, 2000, 2011
	8	Strategic Plans	Undated, 2005-2009
	9	Accomplishments, Strategic Plan	2004-2005, 2006-2007, 2007-2008
	10	Correspondence – local	1988-1990, 1993-1994
	11	Correspondence – local	1997-2001

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1D	1	Correspondence to Members	1990, 1994, 1998, 1999, 2006
	2	Correspondence-Invitations, Thank You Notes, and Cards from Individual Members & Beneficiaries	1993-2012, Undated
	3	Correspondence-Huber Heights Extension Club/Chain	1993
	4	Miscellaneous Correspondence	1992-1996
	5	Local Correspondence	2001-2002
	6	Correspondence-Dayton-Montgomery County Scholarship Program	1998, 2010
	7	Correspondence-Local	2003, 2007-2008, [2009?], 2012
	8	Dayton & Xenia Clubs- 75 <sup>th</sup> Anniversary Celebration Programs	1992
	9	Dayton Altrusa Birthday Celebrations	1998, 1999
	10	Dayton (Local) Altrusa Publicity (Brochures, Events)	Undated, 1994, 2006, [2007-2010?]
	11	Constitution-Women's Clubhouse	2003
	12	Logos for Use in Publications & Correspondence	Undated
	13	Dayton Altrusa Concessions/Fundraising	2009-2011, Undated
	14	Funded Organization-Dayton Christian Center	1986-1988
	15	Correspondence-Funded Organization-Dayton Children's Medical Center	1982, 1990-1994
	16	YWCA Women's Shelter	1993-1994
	17	Correspondence-Funded Organization-Dayton YWCA	1994
	18	Foundation Builder Grant Application & Approval for WORDS Project	1994
	19	Funded Organization-WORDS Radio Reading Service	1994, 2002-2006, 2010
	20	Correspondence-Funded Organizations-Dayton Children's Medical Center	2001-2003, 2010-2011
	21	Projects	1992-1995
	22	Funding Request for Study Abroad	2001
	23	Dayton Daily News--Newspapers in Education Program	2001-2003
	24	Approved Grant Applications & Grant-Related Correspondence	2002-2003
	25	Correspondence-Dayton Christian Center	2005-2006, Undated
	26	Correspondence-Widows Home Foundation	2003, 2006-2008, 2010
	27	Grant Application-Miami Valley Senior Olympics	2006

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1D	28	Grant Application-Wishing Star Rescue Foundation	2006
	29	Summary of Grant Applications	2007
	30	Grant Approval-South African Union of Homemakers Clubs	[2006?, 2007?]
	31	Grant Application & Correspondence-Children's Medical Center	2006, 2008
	32	Miscellaneous Grants and Scholarships	2008
	33	Grant Application & Correspondence-Dayton Christian Center	2006, 2009, Undated
	34	Grant Applications & Project Funds	2008-2010
2	1	Dinner Mtg. Minutes	Jul. 1988-Oct. 1988
	2	Dinner Mtg. Minutes	Dec. 1988-Mar. 1989
	3	Dinner Mtg. Minutes	Feb. 1990
	4	Dinner Mtg. Minutes	Jan. 1991, May-Jul. 1991
	5	Dinner Mtg. Minutes	Aug. 1991-Aug. 1992
	6	Dinner Mtg. Minutes	Sep. 1992-Mar. 1993, Jul. 1993
	7	Dinner Mtg. Ballots (minutes not included)	1994
	8	Dinner Mtg. Minutes	Jan. 1996-Aug. 1997 (Nov. and May 1996 lacking)
	9	Dinner Mtg. Minutes	Sep. 1997, Jan. 1998-Jul. 1998
	10	Dinner Mtg. Minutes	Aug. 1998-Aug. 1999
	11	Dinner Mtg. Minutes	Sep. 1999-Jul 2000
	12	Dinner Mtg. Minutes	Sep. 2000-Aug. 2001
	13	Dinner Mtg. Minutes	Jan. 2002-Oct. 2002
	14	Dinner Mtg. Minutes	2003
	15	Dinner Mtg. Minutes, Fund Report	Jan.-Feb. 2004, Apr.-Sep. 2004, Nov. 2004
	16	Business Mtg. Minutes, Fund Report	Jan. 2005-Sep. 2005
	17	Business Mtg. Minutes	Jan. 2006-Oct. 2006
	18	Business Mtg. Minutes	Jan. 2007-Nov. 2007
	19	Business Mtg. Minutes	Jan. 2008-June 2008
	20	Business Mtg. Minutes	Aug. 2008-Aug. 2009
	21	Business Mtg. Minutes	Oct. 2009-June 2010
	22	Business Mtg. Minutes	Jul. 2010-Jul. 2011
	23	Business Mtg. Minutes	Nov. 2011-Apr. 2012, May 2012



<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2A	1	Unidentified Meeting Notes	Undated
	2	Committee Meetings	2006-2007, [2009?]
	3	Leadership Training Workshop, Notes	1999, Undated
	4	News Articles	1996, 1998-1999
	5	President's Club of Dayton	1990-1993
	6	Service Project Information	Undated
	7	Service Projects Pamphlets	Undated
	8	Financial Statements-CPA Audit	1986
	9	Financial Reports	1960-1988
	10	Financial Reports	1989-1991
	11	Financial Reports	1992-1993
	12	Diamond Jubilee Endowment Fund	1992
	13	Operating Fund Expenditures	1992-1993
	14	Financial Reports	June 1994-Dec. 1997
	15	Proposed General Operating Budgets and Project Funds	1994-1998
	16	Financial Reports-Operating Funds and Project Funds	1995-2000, 2002
	17	Financial Reports	1998-2000
	18	Financial Reports-Operating Funds	2002-2006
	19	Financial Reports-Operating and Project Funds	2006-2008
2B	1	Dayton Club Receipt of District Five Dues	1993
	2	Altrusa District Handbook	1979
	3	District Five Consolidated Club Calendar	Undated
	4	District Five Strategic Planning	Undated
	5	Correspondence-District Five Conference Awards	1988
	6	District Five Digest	[1987?, 1991?], 1992
	7	Programs-District Five Annual Conferences	1989, 1991, 1993
	8	Programs-District Five Annual Conferences	2002-2003, 2007-2010, 2012
	9	District Five 75 <sup>th</sup> Anniversary Booklet	1993
	10	District Five Officer Information	1986-1990, 1993-1994, Undated
	11	District Five Reports	1987-1988, 2002-2005
	12	District Five Conference Reports (Compiled Reports)	1997
	13	District Five Treasurer and Membership Reports	1998
	14	District Five Conference Planning Meetings, 2011	2009-2011
	15	District Five Conference (Dayton)-Publicity and Program	2011
	16	District Five Conference (Dayton)-Finances	2011

	17	District Five Conference (Dayton)- Correspondence and Marriot Event Orders	2011
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2B	18	District Five Conference (Dayton)-Planning Notes and Correspondence	2011
	19	District Five Conference (Dayton)-Registration	2011
	20	District Five Conference (Dayton)-Preconference Board Meeting	2011
	21	Post-Conference Correspondence	May 2011
	22	District Five Directory	Undated
<b>Subseries 1B:</b>		<b>National</b>	
3	1	Altrusa Information Handbook	Undated
	2	Information – Altrusa International Inc.	Undated
	3	Extending Altrusa—Altrusa International, Inc.	1985-1987
	4	Articles of Incorporation – Altrusa International, Inc.	1988, 1991
	5	Annual Report – Altrusa International Foundation	1986-1987, 1987-1988
	6	Annual Report, Financial Correspondence – Altrusa International Foundation	1991-1992, 1995-1996
	7	Membership & Classification Guide--Altrusa International, Inc.	1993
	8	Bylaws and Policies – International, District, Local	Undated, 1991, 1995, 1997
	9	Bylaws and Policies – International, District, Local	1997-2001
	10	Bylaws and Policies – International, District, Local	2001-2003
	11	Community Service Projects and Fund Raising Activities Book	1989-1991
	12	Community Service Project Directory	1987-1989
	13	Internal Club Correspondence – National & District	1988-1989, Undated
	14	Internal Club Correspondence--National & District	1993-1994, 1998- 1999, 2003, 2007, 2011
	15	Correspondence-New Altrusa Clubs-Welcome	1992-1993
	16	Correspondence—Altrusa Rose	2001
3A	1	Parliamentary Workshop—47 <sup>th</sup> International Convention	2001
	2	Programs-International Conventions	1999, 2003, 2009
	3	Delegate Report (Dayton Club Delegates to the International Convention)	2009

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
	4	The Altrusa Encyclopedia	Dec. 1987, Dec. 1991
	5	The Altrusa Encyclopedia	Dec. 1997
	6	Informational Pamphlets	Undated, 1991
4	1	International Grant Program Guidelines and Criteria	2001
	2	Marketing Plan	1989
	3	Membership Information	Oct. 1993
	4	New Club Building Manual	July 1997
	5	Official Jewelry and Award Catalog	1987-1994
	6	Point of Order Booklet	1998
	7	President's Handbook Part One	Undated
	8	President's Handbook Part Two	Undated
	9	Recording Secretary Responsibilities	Undated
	10	Revitalization Booklet	1989
	11	Strategic Planning Handout	Undated
	12	45 <sup>th</sup> National Convention Minutes	1997
	13	75 <sup>th</sup> Anniversary Commemorative Book of Altrusa International, Inc.	1992

**Series II: Newsletters**  
**Subseries IIA: Local**

4	14	Altrusa Vision	Sep. 1997
	15	Daytrusan	Aug. 1988, Nov. 1989
	16	Daytrusan	1991
	17	Daytrusan	1992
	18	Daytrusan	1993
	19	Daytrusan	1994
	20	Daytrusan	1995
	21	Daytrusan	1996
	22	Daytrusan	1997
4A	1	Daytrusan	1998
	2	Daytrusan	1999
	3	Daytrusan	2000
	4	Daytrusan	2001
	5	Daytrusan	2002
	6	Daytrusan	2003
	7	Daytrusan	2004
	8	Daytrusan	Jan. 2005-Sep. 2005
	9	Dayton Altrusa Communicator	June 2006-Aug. 2006
	10	Daytrusan Communicator	Oct. 2006-Nov./Dec. 2006

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
	11	Daytrusan Communicator	Jan. 2007-Dec. 2007/Jan. 2008
4A	12	Daytrusan Communicator	Feb. 2008-June 2008
	13	Daytrusan Communicator	June 2008-Nov./Dec. 2008
	14	Daytrusan Communicator	2009 (Apr. lacking)
	15	Daytrusan	2010
	16	Daytrusan	Mar. 2011-Nov. 2011
	17	Daytrusan	Dec. 2011/Jan. 2012-May 2012
4B	1	District Five Service Bulletin	Nov. 1987 – 1994
	2	District Five Service Bulletin	1995-1999
	3	District Five Service Bulletin	Fall 2001-Summer 2005
	4	District Five Service Bulletin	June 2006
	5	District Five Service Bulletin	June 2007
	6	District Five Service Bulletin	2008
	7	District Five Service Bulletin	2009
	8	OH, MI: Around District Five	Jan. 2010
	9	District Five Service Bulletin	2010
	10	District Five Service Bulletin	2011
	11	District Five Service Bulletin	2012
<b>Subseries IIB:</b>		<b>National</b>	
5	1	Altrusa Accent	1987 – 1991
	2	Altrusa Accent	1992
	3	Altrusa Accent	Jan.-Apr. 1993
	4	Altrusa Accent	Sep. 1993-Mar. 1994
	5	Altrusa Accent	May/Jun. 1994-Oct./Nov. 1994
	6	Altrusa Accent	Oct./Nov. 1994-May 1995
	7	Altrusa Accent	Oct. 1995-Jul. 1996
6	1	Altrusa Accent	Oct. 1996-May 1997
	2	Altrusa Accent	Oct. 1997-Apr. 1998
	3	Altrusa Accent	Aug. 1998-Jan. 1999
	4	Altrusa Accent	Apr. 1999-Jan. 2001
	5	Altrusa Accent	Aug. 2002-Mar. 2004
	6	Call for Participation-Altrusa Accent	Undated
	7	The International Altrusan	1967, 1986, 1987,

1990

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	8	The International Altrusan-Altrusa Midpoint	1990
	9	The International Altrusan-Leadership, Club Building Issues	Undated
	10	The International Altrusan	1992, 1993
	11	The International Altrusan	[1995], 1995
7	1	The International Altrusan	1997, 1999
	2	The International Altrusan	2001
	3	The International Altrusan	2002
	4	The International Altrusan	2003, 2004
	5	The International Altrusan (single issues only-no complete volumes for any year)	2005/2006, 2009, 2011, 2012
<b>Series III</b>		<b>Yearbooks</b>	
7	6	Yearbooks	1933-1934
	7	Yearbooks	1939-1940
	8	Yearbooks	1954-1960
	9	Yearbooks	1960-1962
	10	Yearbooks	1962-1965
	11	Yearbooks	1965-1970
	12	Yearbooks	1970-1975
	13	Yearbooks	1974-1980
	14	Yearbooks	1981-1986
7A	1	Yearbooks	1985-1987
	2	Yearbooks	1987-1990
8	1	Yearbooks	1989-1992
	2	Yearbooks	1991-1995
	3	Leaders in Service-Yearbooks	1995-1997
	4	Yearbooks	2001-2004
	5	Yearbooks	2004-2005
	6	Yearbooks	2007-2009
	7	Yearbooks	2010-2011
	8	Yearbook-Altrusa Club of Xenia	1990-1992
<b>Series IV:</b>		<b>Photographs</b>	
8	9	Photographs	1919, 1921

	10	Photographs –Jane Reece	1924-1926
	11	Photographs – General	2001, Undated
<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	12	Photographs-Events	1992-1999
	13	Photographs-Events	2000-2002
	14	Photo Album-Brunch (Annual Luncheon)/Auction	2006
8A	1	Photographs-Events	2007-2008
	2	Photographs-Events	2007, 2010-2012
<b>Series V:</b>		<b>Loose News Clippings/Public Relations and Scrapbooks</b>	
8A	3	Stationery (Blank)	Undated
	4	Membership Cards-Blank & Expired	Undated, 2009-2011
	5	News Clippings-Local Club Events & Issues of Interest	2003-[201?]
	6	Misc. Speakers, Issues, Area Brochures, Programs	2002, 2009-2010, Undated
	7	Individual Altrusans in the News-Miscellaneous Clippings & Programs	1991-2012, Undated
	8	Catharine Suber—Invitation & Correspondence	2002-2003
	9	Tess Little –Artwork and Honors	2007-2010
	10	Ruth Richardson –Numerous Clippings, Honors, Correspondence, and Memorial Booklet	1993, 2007-2012
	11	DDN Top Ten Women of Dayton Circular--newsprint (acid free photocopy in File 10)	
	12	Scrapbook	1936-1938
	13	Scrapbook	1961-2004
9	1	Brown Scrapbook	1921-1963
	2	Blue Altrusa Golden Anniversary 1917-1967 Scrapbook	1967
	3	White Scrapbook	1974-1976
	4	Dark Brown Scrapbook	1974-1995
10	1	Dark Blue Scrapbook (Envelope of Photographs)	1992-2006
	2	Unidentified Portrait Photograph-[Annual Luncheon/Auction?]	Undated
	3	Dark Blue Scrapbook (Album)	

**Series VI: Honors & Memorabilia**  
**Subseries VIA: Nominations & Awards**

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
10A	1	Altrusa International Certificate of Recognition (Blank)	Undated
10A	2	Nomination: Mamie L. Bass Award—Dayton Regional Senior Olympics	1989
	3	Nomination: Jessie Harwood Award—Literacy Projects	1991
	4	Nomination: Mamie L. Bass Award—YWCA Women's Shelter	1991
	5	Nomination: Saginaw Award—Burn Unit Project	1991
	6	Nomination: Ruth B. Emmons Award—Newsletters	1993
	7	Invitation to Nominate: Letha H. Brown Literacy Award	1995
	8	Nomination: Mamie L. Bass Award—Widows Home (plus separate loose [undated] photograph)	2000
	9	Information: Various Altrusa International Club Awards	[2001-2003?]
	10	Recipient: Lucille Pence Award, Nomination: Mamie L. Bass Award—WORDS Volunteer/Listener Appreciation Picnic (originally filed together)	2002-2003
	11	Nomination: Mamie L. Bass Award—WORDS Volunteer/Listener Appreciation Picnic	2003
	12	Guidelines: Mamie L. Bass Award	2006
	13	Nomination & Award Certificate (Recipient): Mamie L. Bass Award—Dayton Christian Center Project	2007
	14	Certificates of Recognition Received—Dayton Club	2001-2011
	15	Membership Growth & Recognition Recipients & Award Medal	Undated
	16	Nomination: Miriam V. Wolf Award—Lorine Reid	1991
	17	Nomination: Miriam V. Wolf Award—Mary Leonard	1993
	18	Nomination: Citizen Legion of Honor Award—Ruth Richardson	2003
	19	Nomination: Miriam V. Wolf Award—Susan Torpey	Undated, [2005?]
	20	Nomination & Recipient Celebration: Elizabeth E. Powelson Award—Martha Franz	2008
	21	Nomination: Elizabeth E. Powelson Award—Ruth Richardson	2010

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
11	1	American Red Cross Award	1956
	2	Pan American World Airways Certificate	1957
11	3	Foundation Award	1970
	4	Children's Medical Center Award	1987
	5	Children's Medical Center Award	1989
	6	Children's Miracle Network Telethon Award	1990
	7	Children's Miracle Network	1991
	8	Children's Miracle Network Award	1992
	9	Children's Miracle Network Award – Grand Giver Award	1993
	10	Children's Miracle Network Award	1994
	11	Children's Medical Center CMN Champions Award	1999
<b>Subseries VIB: Altrusa</b>			
11	12	Altrusa International Seal	Undated
	13	Promotional Video VHS	1990
	14	Altrusa Hat	Undated
	15	Plastic Canvas	Undated
	16	Altrusa Mirror	Undated
	17	Cookbooks and Recipe Floppy Disk	1997, 2003
	18	Ohio Bicentennial Flag	[2003]
	19	Coverlet Fundraiser Information	Undated, 1999, 2003
	20	Blue Wing Pins (2) - Unidentified	Undated
	21	Belinda Huffman Altrusa International Delegate Name Badge	Undated
12		Coverlet	Undated