

MS-538: Kiwanis Club of Xenia, Ohio, Records

Collection Number: MS-538

Title: Kiwanis Club of Xenia, Ohio, Records

Dates: 1922-2016

Creator: Kiwanis Club of Xenia (Ohio)

Summary/Abstract:

The Kiwanis Club of Xenia is a service club founded in Xenia, Ohio, in 1922. The academics, athletics, and health of youth are central to many of its efforts and activities. The collection includes narrative histories, meeting minutes, membership rosters, annual and monthly reports, correspondence, financial records, bulletins (newsletters), news clippings, and photographs.

Quantity/Physical Description: 7.35 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

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 #], MS-538, Kiwanis Club of Xenia, Ohio, Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:

The collection was donated to Wright State University Libraries' Special Collections and Archives by John Balmer, on behalf of the club, in August 2016.

Accruals: Additional materials are anticipated.

Separated Material:

Materials, such as newsletters, created by other Miami Valley area Kiwanis clubs (most notably Brookville, Dayton, Oakwood, and Springfield) have been separated into their own small collections.

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/ms538.pdf>.

Processing Information:

All newsprint in Series IX has been preservation photocopied; however, original newsprint may still occasionally appear elsewhere in the collection. Original metal fasteners such as staples and paperclips may still remain throughout.

Processed by:

Processing was completed by Alyssa Stark and Lisa Rickey, 2019-2021.
Finding aid written according to DACS standards by Lisa Rickey, June 2021.

Arrangement:

The collection is arranged in 11 series:

- Series I: General History, 1942-2012
- Series II: Meeting Minutes, 1922-2015
- Series III: Membership, 1933-2016
- Series IV: Reports, 1928-2014
- Series V: Correspondence, 1928-2016
- Series VI: Financial Records, 1941-2015
- Series VII: Bulletins, 1930-2010
- Series VIII: Programming, 1942-2016
- Series IX: News Clippings, 1925-2016
- Series X: Photographs, 1947-2010
- Series XI: Ohio District, 1936-2016

Biographical/Historical Note:

The following history is reprinted, with minor edits, from the 75th Anniversary program (1997):

The Kiwanis Club of Xenia was sponsored by the Dayton Club. In reaching the required 50 members for the chartering on March 31, 1922, Xenia became Kiwanis Club #732 in Kiwanis International. The official charter presentation was held on May 10, 1922, with 57 charter members. Between 1922 and 2002, more than 600 men and women of character of the Xenia area have belonged to this service organization. The last charter member died in 1977. At least one member has celebrated 60+ years of membership in Xenia Kiwanis. The club has had brothers, fathers and sons, husbands and wives, grandfathers and grandsons, and even one three generation family membership.

The club annually budgets in excess of \$8,000 for community projects and civic donations. Major sources of revenue have been: the holiday fruit sale; the annual community ox-roast in Shawnee Park, recently in conjunction with the Cincinnati Pops Concert in July; and the sale of commemorative coverlets for Xenia, the OVC Home, and the Ohio District Project. Additionally, gumball machines are located throughout the community.

Support of youth activities has always been high in club priorities. The maintenance of the Well Baby Clinic (now a function of the Health District) and the Shawnee Park Fund (now handled by the city) were major projects for almost fifty years. Special recognition has been given to academic and athletic achievement over the years with banquets for the senior National Honor Society students, the football team, the elementary basketball teams, plus support for the Science Camp, the YMCA, Career Night, Bicycle Safety City, Special Olympics, Boy Scouts and Girl Scouts. The club sponsors and supports youth groups in the K-family at the high school level (Key and Athena Clubs), junior high (Builder's Clubs) and college level (Circle K). Grant-in-aid help is given, HOBY (Hugh O'Brien Youth) Scholarships granted, and yearly scholarships are given in memory of former principal and long-time Kiwanian Carl H. Benner, and local respected minister Kenneth L. Beams. A major project started about 1997 was the International IDD project (Iodine Deficiency Disorder) to eliminate the world's leading preventable cause for intellectual disability.

Throughout the years, the club has directed efforts toward drug education, voter registration, recognized farmer achievements, helped senior citizens, promoted law enforcement, provided community church directories, rung the bell for the Salvation Army, and provided child trauma boards for the local fire department. They planted trees, cleaned the creek and the highway leading into the city, laid bricks, put together playground equipment, and provided early support for the outdoor drama Blue Jacket (the dream of one of the members), even laying sod on opening day one year.

Their sponsored youth groups closely parallel Kiwanis in structure and the efforts to provide meaningful service in the community. At least nine Xenia Kiwanians have served the Ohio District in the club's history with at least three attaining the highest office of Governor. In 1997, the ultimate honor for any individual and organization occurred with the installation of a member of the club, Walter G. Sellers, Sr., as International President, serving an international organization of over 8,590 clubs with a membership of 320,300 Kiwanians world-wide.

The Kiwanis Club of Xenia has been an active service club, faithfully serving its community.

Scope and Content Note:

The Kiwanis Club of Xenia, Ohio, Records document the history of the club's activities and memberships throughout its entire existence. It includes records of all the types that one would expect from such an organization, including meeting minutes, financial records, annual and monthly reports, membership lists, newsletters, photographs, and other materials. The researcher should be encouraged to note that information is often duplicated in multiple record series, so that if a particular piece of information, for a given date/time period, is missing in the most obvious series, it may still be found in another series. For example, researchers interested in the names of the members will find this most readily in the Membership series; however, lists also can be found in the Bulletins series, as well as the dues statements of the Financial series.

Series I: General History, includes written histories, files concerning anniversary celebrations (1942-2012), constitutions and by-laws (1965-2002), resolutions, standing rules, and statements

of continued existence. The anniversary files are particularly useful, as the event programs often include a written history, membership roster, officer lists (past and present), legion of honor member list (long-time members), and songs. (Note that photographs from anniversary celebrations are not in this series but in Series X: Photographs.) Materials in the General History series date from 1942 to 2012.

Series II: Meeting Minutes, consists of the official minutes of the club's meetings, which were usually held monthly, as well as attachments that were filed with the minutes. Attachments may include committee or treasurer reports. Materials in this series date from 1922 to 2015, although there are many gaps prior to 1949.

Series III: Membership, includes lists of the club's leaders, as well as general membership. Leadership files include the installation of officers, lists of past officers, lists of committee chairs and committee members, as well as officer and committee chair duties. Files pertaining to the general membership include membership rosters (1958-2015), attendance records, membership surveys, applications for membership, and membership change forms. The actual materials in this series date from 1933 to 2016; however, the information on some of the officer lists does go back to the founding (1922).

Series IV: Reports, includes a bound volume of annual and monthly reports (1928-1936), as well as separate annual reports (1936-2013), official monthly reports (1947-2014), committee monthly reports (1943-2006), and election reports (1946-2012). There are some coverage gaps throughout this series, noted more clearly on the individual folders. Annual Reports, often called "Achievement Reports" prior to 1970, are reports to Kiwanis International of the club's activities in a given year, typically including a standardized form outlining membership, attendance, activities, fundraisers, and service projects, and sometimes including a freeform narrative attached. Official Monthly Reports also use a standardized form from Kiwanis International, and include such details as membership numbers, as well as additions, deletions, or changes in status; meeting dates, speakers, and topics; and general summaries of service and activities. Committee Monthly Reports detail activities of a particular committee in a given month, including number of meetings, number in attendance, actual activities, and sometimes proposed activities. Election Report files contain Annual Reports of Club Election, which provide contact information for the club's newly elected officers, as well as the usual meeting day and location for the year; also included in these same files (arranged by date) are Certificates of Election of Delegates and Alternates, which name the club's representatives to the Annual Convention, Ohio District of Kiwanis International. Materials in the Reports series date from 1928 to 2014.

Series V: Correspondence, includes general correspondence, letters of gratitude, and correspondence concerning membership status. Correspondence specifically concerning financial matters is not in this series but instead is filed in Series VI: Financial Records. Materials in the Correspondence series date from 1928 to 2016.

Series VI: Financial Records, includes official treasurer's reports, budgets, financial correspondence, and Dues Statements to Kiwanis International. It is important to note that treasurer or financial reports that were originally filed with the meeting minutes, which was common in earlier years (prior to 1970s), can be found in the attachments of those minutes (see

Series II: Meeting Minutes). The Dues Statements detail the dues paid to Kiwanis International and the Ohio District for a given quarter or half-year, and these usually also include attached membership lists.

Series VII: Bulletins, contains weekly newsletters sent to club members. In earlier years, these were simply called “bulletins,” but in 1942 the name *The Xenia Kiwanian* was adopted. These bulletins, or newsletters, contain information about upcoming and recently past meetings, speakers, and topics; lists of officers, committees, and membership; member news and announcements; and sometimes financial reports. This is the largest series in the collection, and the bulletins date from 1930 to 2010.

Series VIII: Programming, includes files on various activities of the club. Individual programs with several relevant items, such as the Ox Roast, Key Club, and Well Baby Clinics, have their own labeled folders, arranged alphabetically. Thereafter, programming materials are filed together by decade. The contents mainly include flyers, announcements, tickets, and printed programs. Of particular note in this series is a file concerning the club’s efforts to provide relief to their neighbors following the devastating April 3, 1974, Xenia tornado. Materials in this series date from 1942 to 2016.

Series IX: News Clippings, contains news articles (preservation photocopies of the original newsprint) concerning club activities or club members. These are grouped by decade and arranged chronologically, with undated articles in the last file of the series. Materials in this series date from 1925 to 2016.

Series X: Photographs, contains general photographs and negatives, as well as from specific events, such as anniversaries. Many photographs are unidentified and undated, though approximate dates have been identified. Negatives in this series include large format (4”x5”), 120mm, 35mm, and 16mm. Files are in roughly chronological order. Materials in this series date from 1947 to about 2010.

Series XI: Ohio District, contains materials relating mainly to Ohio District 4, Kiwanis International, to which the Xenia club belongs. In earlier years, it was called “Division 4,” and at least as early as the 1930s, Xenia was part of Division 2 (not 4). Materials in this series primarily include constitutions, meeting minutes, newsletters, and directories for Ohio District 4. Of particular note are two files concerning Ohio Kiwanis activities in 1936, a Division 2 meeting held in Greenville in May, and the Ohio District annual convention held in Dayton in October. Materials in the Ohio District series date from 1936 to 2016, though gaps in many time periods are significant.

Subject Terms

Organizations/Corporate Names

Kiwanis Club of Xenia (Ohio) -- History

Kiwanis International. Ohio District -- History

Places

Xenia (Ohio) -- History

Shawnee Park (Xenia, Ohio)

Subjects (General)

Clubs – Ohio – Xenia -- History

Material Types

Correspondence

Minutes (administrative records)

Newsletters

Photographs

Reports

Collection Inventory

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
		Series I: General History	1942-2012
1	1	History of the Xenia Kiwanis Club, First Twenty-Five Years, 1922-1947	1947
1	2	History of the Kiwanis Club of Xenia, Ohio, 1922-1992 and 1922-2002	1992, 2002
1	3	General History	circa 1976-circa 2000
1	4	History: 20th Anniversary	1942
1	5	History: 25th Anniversary	1947
1	6	History: 40th Anniversary	1962
1	7	History: 50th Anniversary	1972
1	8	History: 55th Anniversary	1977
1	9	History: 60th Anniversary	1982
1	10	History: 65th Anniversary	1987
1	11	History: 75th Anniversary	1997
1	12	History: 80th Anniversary	2002
1	13	History: 90th Anniversary	2012
1	14	Constitution and By-Laws	1965-2012
1	15	Standing Rules	1982 June
1	16	Resolutions	1977, 2007, 2010-2012
1	17	Statements of Continued Existence	1965-1994
		Series II: Meeting Minutes	1922-2015
1	18	Minutes	1922-1930, 1935-1936
1	19	Minutes	1942-1944 (scattered)
1	20	Minutes	1949-1953
1	21	Minutes	1954-1958
1	22	Minutes	1959-1960
1	23	Minutes	1961-1965
1	24	Minutes	1966-1969
2	1	Minutes	1970-1973
2	2	Minutes	1974-1979
2	3	Minutes	1980-1989
2	4	Minutes	1990-1999

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
2	5	Minutes	2000-2009
2	6	Minutes	2011-2015
		Series III: Membership	1933-2016
2	7	Installation of Officers	1936
2	8	Installation of Officers	1967, 1969
2	9	Installation of Officers	1970-1979
2	10	Installation of Officers	1980-1983, 1989
2	11	Installation of Officers	1991-1999
2	12	Installation of Officers	2000-2009
2	13	Installation of Officers	2010-2011, 2013-2015
2	14	Lists of Past Officers, 1922-2015	circa 1991-2015
2	15	Lists of Officers and Committee Members, 1930s-1950s	1933, 1944, 1945, 1950, 1958
2	16	Lists of Officers and Committee Members 1970s	1970-1980
2	17	Lists of Officers and Committee Members 1980s	1980-1989
2	18	Lists of Officers and Committee Members 1990s-2000s	1990-2015
2	19	Lists of Officers and Committee Members	undated
2	20	Lists of Longtime Members	1967-1997
3	1	Club Chair/ Committee Chair Duties	1980-2008, undated
3	2	Membership Manual for 2014-15, including rosters, calendars, and 5-Year Plan	2014
3	3	Membership Roster	1958
3	4	Membership Roster	1973-1977
3	5	Membership Roster	1982-1989
3	6	Membership Roster	1990-1999
3	7	Membership Roster	2000-2010
3	8	Membership Roster	2011-2015
3	9	Membership Roster	undated
3	10	Attendance Records	1958-1969
3	11	Attendance Records	1970-1979
3	12	Attendance Records	1980-1999
4	1	Attendance Records	1999-2013
4	2	Perfect Attendance Records	1970-1980, undated
4	3	Proposals for Membership	1974-2000
4	4	Applications for Membership	1964, 1977-1987
4	5	Applications for Membership	1987-2014

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	6	New Member Add Forms	1974-2001
4	7	Membership Record Change Forms	1970-1979
4	8	Membership Record Change Forms	1986-1989
4	9	Membership Record Change Forms	1990-1999
5	1	Membership Record Change Forms	2000-2002
5	2	Membership Surveys	1941-1959
5	3	Membership Surveys	1960-1972
5	4	Membership Surveys	1994, 1996
5	5	Membership Surveys	2004-2013
5	6	Membership Surveys	undated
5	7	Membership Resolutions (Service Recognition)	1976-2016
5	8	Retention, Growth, Recruitment	1958-2000
5	9	Membership Drive/ Marketing	1977-2011, undated
5	10	Member Birthdays, Deaths, and Life Events	1949-1952, 2007-2008
		Series IV: Reports	1928-2014
5	11	Annual and Monthly Reports (volume)	1928-1936
6	1	Annual Reports	1936, 1944-1959 (some gaps)
6	2	Annual Reports	1960-1969
6	3	Annual Reports	1969-1980
6	4	Annual Reports	1980-2013 (some gaps)
6	5	Official Monthly Reports	1947-1951
6	6	Official Monthly Reports	1952-1955
6	7	Official Monthly Reports	1956-1959
7	1	Official Monthly Reports	1960-1965
7	2	Official Monthly Reports	1966-1970
7	3	Official Monthly Reports	1970-1980
7	4	Official Monthly Reports	1980-1989 (some gaps)
7	5	Official Monthly Reports	1990-2000
7	6	Official Monthly Reports	2000-2009
7	7	Official Monthly Reports	2010-2014
8	1	Committee Monthly Reports	1943, 1947, 1949
8	2	Committee Monthly Reports	1955
8	3	Committee Monthly Reports	1956
8	4	Committee Monthly Reports	1957

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	5	Committee Monthly Reports	1958
8	6	Committee Monthly Reports	1959
8	7	Committee Monthly Reports	1962-1964
8	8	Committee Monthly Reports	1976-1979
8	9	Committee Monthly Reports	1980-2006
8	10	Election Reports	1946-1980
8	11	Election Reports	1980-1999
8	12	Election Reports	2000-2012
		Series V: Correspondence	1928-2016
8	13	General Correspondence	1928
8	14	General Correspondence	1935-1937
8	15	General Correspondence	1948-1949
8	16	General Correspondence	1951-1959
9	1	General Correspondence	1961-1969
9	2	General Correspondence	1970-1979
9	3	General Correspondence	1984-1998
9	4	General Correspondence	2000-2015
9	5	Thank-You Correspondence	1942-1959
9	6	Thank-You Correspondence	1960-1978
9	7	Thank-You Correspondence	1990-1999
9	8	Thank-You Correspondence	2000-2016
9	9	Thank-You Correspondence	undated
9	10	Membership Status Correspondence	1948-1949
9	11	Membership Status Correspondence	1951-1959
9	12	Membership Status Correspondence	1961-1964
9	13	Membership Status Correspondence	1970-1978
9	14	Membership Status Correspondence	1981-1989
9	15	Membership Status Correspondence	1990-1999
9	16	Membership Status Correspondence	2000-2009
9	17	Membership Status Correspondence	2010-2014
9	18	Membership Status Correspondence	undated
		Series VI: Financial Records	1941-2015
10	1	Treasurer's Reports and Other Financial Reports	1941-1973 (scattered)
10	2	Treasurer's Reports	1975-1979
10	3	Treasurer's Reports	1979-1990

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
10	4	Treasurer's Reports	1990-1994
10	5	Treasurer's Reports	1995-1999
10	6	Treasurer's Reports	2000-2004
10	7	Treasurer's Reports	2005-2009
10	8	Treasurer's Reports	2010-2014
11	1	Budgets	1958-1960, 1965, 1969-1980
11	2	Budgets	1980-2013
11	3	Financial Correspondence	1958-2015 (scattered)
11	4	Dues Statements to Kiwanis International (includes member lists)	1960-1979
11	5	Dues Statements to Kiwanis International (includes member lists)	1981-2012
		Series VII: Bulletins	1930-2010
12	1	Bulletins	1930-1932
12	2	Bulletins	1933-1935
12	3	Bulletins	1936
12	4	Bulletins	1937-1939
12	5	Bulletins	1940-1941
12	6	Bulletins	1942
12	7	Bulletins	1943-1944
12	8	Bulletins	1945-1946
13	1	Bulletins	1951-1959
13	2	Bulletins	1960-1967
13	3	Bulletins	1968-1969
13	4	Bulletins	1970-1973
13	5	Bulletins	1974-1976
13	6	Bulletins	1977-1979
13	7	Bulletins	1980-1984
13	8	Bulletins	1985-1986
14	1	Bulletins	1987-1989
14	2	Bulletins	1990-1991
14	3	Bulletins	1992
14	4	Bulletins	1993-1994
14	5	Bulletins	1995-1996
14	6	Bulletins	1997-1998
14	7	Bulletins	1999

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
15	1	Bulletins	2000-2001
15	2	Bulletins	2002-2003
15	3	Bulletins	2004-2005
15	4	Bulletins	2006-2010
		Series VIII: Programming	1942-2016
16	1	Agriculture and Conservation Awards, Greene County Soil and Water Conservation District, Corn Club	1967-1972, undated
16	2	Churches of Xenia (Directories)	1969, 1973, undated
16	3	Community Picnic	1978, 2012-2015, undated
16	4	Key Club and Circle K	1978-2016
16	5	Ox Roast	1959-2008
16	6	Scholarships	1975-2012 (gaps), undated
16	7	Shawnee Park Drive	1942-1945, 1965-1970
16	8	Well Baby Clinics	1961-1970
16	9	1974 Xenia Tornado Relief	1974-1975
16	10	Programming, 1940s-1960s	1949-1970
16	11	Programming, 1970s	circa 1970-1980
16	12	Programming, 1980s	circa 1980-1990
16	13	Programming, 1990s	1990-1999
16	14	Programming, 2000s	2000-2009
16	15	Programming, 2010s	2010-2015
		Series IX: News Clippings	1925-2016
16	16	News Clippings, 1920s	1925
16	17	News Clippings, 1930s	1936-1937
16	18	News Clippings, 1940s	1941-1947
16	19	News Clippings, 1950s	1956-1959
16	20	News Clippings, 1960s	1960-1969
16	21	News Clippings, 1970s	1970-1979
16	22	News Clippings, 1980s	1980-1988
16	23	News Clippings, 1990s	1992-1999
17	1	News Clippings, 2000s	2000-2009
17	2	News Clippings, 2010s	2010-2016
17	3	News Clippings	undated

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
		Series X: Photographs	1947-2010
17	4	Photos: General	1947-1956
17	5	Photos: General	circa 1950-1959
17	6	Photos: Support for George Wallace as presidential candidate	1968?
17	7	Photos: General	circa 1968?-1975?
17	8	Photos: General	1970-1979
17	9	Photos and Negatives: 60th Anniversary	1972 March
17	10	Photos and Negatives: General	1972? Oct?
17	11	Photos: General	1981-1987
17	12	Photos: 65th Anniversary	1987 May
17	13	Photos: General	1992-1995
17	14	Photos: General	1996
17	15	Photos: 75th Anniversary	1997
17	16	Photos: General	1997
17	17	Photos: General	1998
17	18	Photos: General	1999
17	19	Photos: General	2000
17	20	Photos: General	2001
17	21	Photos: General	2002
17	22	Photos: General	2003
17	23	Photos: General	2009-2010
17	24	Photos: Fun and Social Activities	circa 1985-2010
17	25	Photos: Ceremonies and Formal Activities	circa 1985-2010
17	26	Photos: Polaroids	circa 1980-1990
17	27	Negatives (16mm)	circa 1980-1990
		Series XI: Ohio District	1936-2016
18	1	Ohio 4: Constitutions	1956-1999
18	2	Ohio 4: General Info	1959-2015
18	3	Ohio 4: Leadership and Officers	1970-2010
18	4	Ohio 4: Membership and Directories	1958
18	5	Ohio 4: Membership and Directories	1986-1987, 1992-1999
18	6	Ohio 4: Membership and Directories	2001-2015
18	7	Ohio 4: Annual Report and Minutes	1943-1944
18	8	Ohio 4: Meeting Minutes and Agendas	1985, 1989

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
18	9	Ohio 4: Meeting Minutes and Agendas	1991-1999
18	10	Ohio 4: Meeting Minutes and Agendas	2000-2016
18	11	Ohio 4: Financial Reports	1989-2015 (scattered)
18	12	Ohio 4: Newsletters	1981, 1992-1996 (scattered)
18	13	Ohio 4: Newsletters	2000-2007 (scattered)
18	14	Ohio 4: Newsletters	2008-2016
18	15	Ohio 4: Correspondence	1958-1959
18	16	Ohio 4: Correspondence	1981-2009
18	17	Ohio 4: Calendars, Activities, and Events	1958-2008 (scattered)
18	18	Ohio 4: Walter G. Sellers Banquet and Memorial (July 2009)	1994-2009
18	19	Ohio Kiwanis - Second Division Meeting at Greenville, program	1936 May 27
18	20	Ohio Kiwanis - Convention at Dayton	1936 Oct