

Inventory of the

Altrusa Club of DeKalb-Sycamore
DeKalb/Sycamore, Illinois

Records

In the

Regional History Center

RC 165

INTRODUCTION

The records of the Altrusa Club of DeKalb-Sycamore were donated to the Northern Illinois Regional History Center on February 6, 1984 by Eileen Dammers and Jessie Glidden. Additional records were donated by Eve Simonson at later dates.

Property rights in the collection belong to the Regional History Center; literary rights are dedicated to the public. There are no restrictions on access to the collection.

Linear feet of shelf space: 8.75
Number of containers: 16
Northern Illinois Regional History Center
Collection 165

SCOPE AND CONTENT

The records of the Altrusa Club of DeKalb-Sycamore date from the club's founding in 1960 to 2001 and is divided into three series: DeKalb-Sycamore Records, District Six Records, and International Records. A history of Altrusa International, Incorporated is in folder one. The minutes for May 1972, contain a brief history of the local club.

Series I, the DeKalb-Sycamore Records, contains a complete set of yearbooks and a nearly complete set of minutes. Yearbooks are put together annually and contain lists of officers, members and committees. The minutes begin in August 1961 and continue until August 1997 with July 1963 to March 1964 and July 1985 to June 1986 missing. The minutes for October 1987 to June 1988 are located in the President's Notebook located in box 1, folder 30. This notebook also includes attendance sheets, projects, newsletters, committees, and District and International information. Folders entitled Notebooks may contain correspondence, membership recommendations, club activity reports, committee reports, newspaper clippings, and budgets.

In addition to the yearbooks and minutes there are scrapbooks that document the club's activities. Also included in the collection are budgets, membership reports, news releases, correspondence, committee reports, program and project information such as the Flower Show and the Art Auction, and photographs. Altrusa publications and certificates of recognition awarded to the club are also in the collection.

The District Six and International Records located in Series II and III consists of by-laws, directories, correspondence, conference information, and publications.

The historian files included in the addendum contain agendas, meeting minutes, newsletters, correspondence, project information, committee assignments, and award information

For more information on women's service organizations, researchers should consult the Regional Collections Guide.

HISTORICAL SKETCH

Altrusa International Incorporated is a service organization for women who occupy supervisory positions in their professions. It was organized in Nashville, Tennessee, on April 11, 1917, and quickly spread to other cities. By August 1917, the organization was incorporated as the National Altrusa Institute. In 1924, the organization adopted vocational guidance as a national policy. Due to growth, Altrusa divided its club into ten geographical districts in 1930 and established its headquarters in Chicago one year later. It became an international organization in 1935 when an Altrusa Club was established in Mexico City, Mexico.

The Altrusa Club of DeKalb-Sycamore was organized in June 1961, but was not chartered until May 23, 1962. This delay was due to a rule that said a club had to have a project before it could be chartered. With the help of Ruth Haddock, Dean of Women at Northern Illinois University, the Altrusa Club of DeKalb-Sycamore gave \$200.00 to Project Morale. This was a scholarship for female students who would have had to leave school due to lack of funds. The club continues to give scholarships and supports the DeKalb County Association for Mental Health and the YMCA. Its first major fund-raising event was a fashion show which evolved into a combined fashion and flower show. The DeKalb-Sycamore Club is part of District 6 and meets twice a month.

SUBJECT TRACINGS

Altrusa Club
DeKalb, Organizations
Professional Association
Professions, Women
Sycamore
Women's Organization

COLLECTION INVENTORY

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> | |
|-----------------------------------|---------------|--|---|
| Series I. DeKalb-Sycamore Records | | | |
| 1 | 1 | Golden Anniversary and History, 1967 | |
| | 2 | Charter from Altrusa International, Inc., May 23, 1962 | |
| | 3 | By-Laws, 1966 | |
| | 4 | Altrusa Brochure, 1997-1998 | |
| | 5 | Proclamation of Altrusa Week, May 13, 1973 | |
| | 6 | Certificates of Appreciation from Opportunity House, Inc., January 21, 1970; Kishwaukee College, April 15, 1983 | |
| | Oversize | 1 envelope | Certificate of Recognition from the DeKalb County Association for Mental Health, May 9, 1967 (located in Oversize Scrapbook box) |
| | | 7 | Certificate of Achievement for Membership Gain, October 11, 1970; Certificate of Achievement for Membership Retention, October 1995 |
| | | 8-17 | Minutes, August 1961-August 20, 1997 |
| | | 18-23 | Yearbooks, 1961/1962-1997/1998 |
| | | 24-25 | <u>Altrusa Alert</u> Newsletters, February 1984-June 1997 |
| | | 26 | <u>Altrusa Alert</u> Newsletters, Memos, 1995-1997 |
| | | 27 | Incorporating for Foundation Status Information, Did not pursue, 1987 |
| | | 28-29 | President's Manual including Local Information and Correspondence, 1960-1964 |
| | | 30-31 | President's Notebook, 1987-1988 |
| | | 32 | Notebooks, 1974-1982 |
| | 2 | 1-2 | Notebooks, 1983-1997 |
| | | 3 | President's Manual, 1962 |
| | | 4 | Handbook for Club Officers and Chairmen, 1965 |
| 5 | | Duties of Officers and Committees, 1968, 1984, n.d. | |
| 6 | | Officers and Committee Lists, 1961-1972 | |
| 7 | | List of Club Officers and Committee Chairs, 1994-1997 | |
| 8 | | Installation Service, 1965-1967 | |
| 9 | | Membership Lists, Recommendations, and Correspondence, 1961- 1969 | |
| 10 | | Membership Lists and Reports, 1961-1970 | |
| 11 | | Membership Lists, 1990-1991, 1997 | |

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> | |
|------------|---------------|--|---|
| 2 | 12 | Recommendations, Invitations and Candidate Lists for Membership, 1965, 1967-1974 | |
| | 13 | Membership, Eve Simonson, 1993-1994 | |
| | 14 | Applications for Charter Membership, 1961; Membership Information Forms, 1968-1971 | |
| 3 | 1 | Membership Profiles, n.d. | |
| | 2 | Mailing List, 1989 | |
| | 3-7 | Correspondence, 1961-1998 | |
| | 8 | Budgets, Financial Statements and Finance Committee Reports, 1961/62-1980/81 | |
| | 9 | Bi-monthly and Monthly Financial Reports, 1961, 1968-1969, 1975-1983 | |
| | 10 | Budgets, 1982-1998 | |
| | 11 | Treasurer's Correspondence, October, 1965-February, 1972 | |
| | 12 | Dues Notice, n.d. | |
| | 13 | Activity Reports, OMNI, 1982-1989, 1991-1995 | |
| | 14-15 | Committee Assignments Preferences, 1994, 1996-1997 | |
| | 4 | 1 | Committee Assignments Preferences, n.d. |
| 2 | | Committee Assignments, 1992-1996 | |
| 3 | | Committee Charges and Goals, 1995-1997 | |
| 4 | | Committees, 1982-1993 | |
| 5 | | Cultural Award Committee, 1996-1997 | |
| 6 | | Information Committee, 1961-1967 | |
| 7 | | Membership Committee, 1995-1998 | |
| 8 | | Nominating Committee, 1995-1997 | |
| 9-10 | | Service Committee, 1991-1998 | |
| 11 | | Reports of Officers and Committees, 1960-1977 | |
| 12 | | Program Co-ordinator Report, 1983-1987 | |
| 13 | | Raffle Report, May 4, 1994 | |
| 14 | | JoAnn Miller Scholarship, 1992-1993 | |
| 15 | | Program Calendar, 1961-1972, 1989 | |
| 16 | | Program Ideas, 1996-1997, n.d. | |
| 17-19 | | Projects, 1963-1968, 1974-1983, 1996-1997 | |
| 20 | | Bake Sale, 1996-1997 | |
| 21 | | Charter Anniversary Dinner, September 1964-May 1965 | |
| 22 | | Charter Dinner, (1989-1996) | |
| 23 | | Craft/Book Sale, 1981-1985 | |
| 24 | | Community Service, 1984-1995 | |
| 5 | | 1 | Service Ideas, 1995-1997 |

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> | 5 |
|------------|---------------|---|---|
| 5 | 2-3 | Community Service, Literacy, 1986-1988, 1995-1996 | |
| | 4 | Cultural Awards, 1992, 1995 | |
| | 5 | Project, DeKalb County Partnership for a Substance Abuse Free Environment (DCP/SAFE), 1991 | |
| | 6 | Fund Raisers, 1981-1995 | |
| | 7-10 | Art Auction, 1987-1989 | |
| | 11-17 | Flower Show, 1975-1982, 1990-1995 | |
| 6 | 1 | News Releases, 1969-1973, 1979 | |
| | 2 | Newspaper Clippings, 1966, 1987-1997 | |
| | 3-5 | Scrapbooks, 1961-1970 | |
| Oversize | 1 volume | Scrapbook, 1973-1982 (located in unnumbered oversize box) | |
| | 6 | Photographs, 1965, 1972, 1974, 1977, 1980-1982: Country Carnival Fundraiser, July 1965 (8) Installation of New Members and Presidents Honorary Night, April and June 1972 (2) Flower Show, Spring 1977 (13) District 6 Greeting Card, 1978, 1981; "Lucinda Glidden" Doll, 1974 (4) Club Picnic at Glidden Home, July 1980 (2) Charter Anniversary Dinner, 1981 (7) Holiday Tea, Ellwood House, December 1981 (6, 2 negs.) Fashion Show, March 1980; District Governor and Members, September 1982 (5) Barb City Travel Window Display for Altrusa Benefit, April 25, 1974 (1) Frances Gotesky and Companion, n.d. (1) | |
| | 7 | Photographs, 1992, 1995-1998: Wine and Cheese Party, September 16, 1998 (28) Bake Sale, October 1997 (5) Cultural Award Winners, 1995 (4) Ellwood House Christmas Decorations, Maid's Room 1997? (1) Make a Difference Day, October 1997 (3) New Member Initiation March 18, 1998 (1) Program, Visit to Australia for Altrusa International Convention, 1995; Florence Ericson, Elgin Altrusa, February 1996 (8) Raffle Winner, 1992 (1) Unidentified Photographs (5) | |

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> |
|-----------------------------------|---------------|---|
| 6 | 8 | Photographs, 1993, 1995: Flower Show, 1993 (4 neg. strips) Flower Show, April 6, 1995 (67) |
| 7 | 1 | Photographs, 1996-1997: Flower Show, March 21, 1996 (11) Flower Show, April 9, 1997 (24) Unidentified Flower Show, 1997? (1) |
| | 2 | Photographs, 1998: Flower Show, April 2, 1998 (58) |
| | 3 | Altrusa Club Seal Die, n.d. |
| Series II. District Six Records | | |
| | 4 | Directories, 1986-1988, 1990-1997 |
| | 5 | Correspondence, 1986-1996 |
| | 6 | Calendars, 1983-1996 |
| | 7 | <u>District Six Service Bulletin</u> , (1966-1997) |
| | 8 | District Six Notebook, 1987-1994 |
| 8 | 1 | Altrusa International, District Six, 1964-1971 |
| | 2 | Leadership Seminar, April 24, 1971 |
| | 3 | 37 th Annual Conference, October 23-25, 1992 |
| | 4 | Membership Classification and Recruitment, 1985, n.d. |
| | 5 | Pattern for Successful Clubs, n.d. |
| Series III. International Records | | |
| | 6 | Constitution & By-laws; International, District, Local, 1955-1968 |
| | 7-8 | By-laws and Policies, International, District, Local Club, Foundation, 1977-1995 |
| | 9 | Club President's Update (June 1990-February 1993) |
| | 10 | Directory, 1988-1989, 1995-1996 |
| | 11 | International Service Bulletins, 1963-1974 |
| | 12-13 | <u>International Altrusan</u> , (1959-1964, 1984-1988) |
| 9 | 1 | <u>International Altrusa</u> , (1989-1995) |
| | 2-4 | <u>Altrusa Accent</u> , (1986-1998) |
| | 5 | <u>Lamplighter</u> , (June 1990-December 1992) |
| | 6-7 | International Altrusa, 1983-1999 |
| | 8 | ABC Literacy Grant, n.d. |
| | 9 | Awards Program, Call for Entries, 1995-1997 |

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> |
|------------|---------------|---|
| 9 | 10 | Initiate Kit, 1967 |
| 10 | 1 | New Member Welcome Packets, 1990-1998, n.d. |
| | 2 | Officers Information, 1967-1973 |
| | 3-4 | International Conventions, 1987, 1991 |
| | 5 | Brochures, 1983-1994 |
| | 6 | <u>Altrusa Almanac: Fact for Members</u> , 1980 |
| | 7 | <u>Altrusa Encyclopedia: A Compendium of Altrusa Information for Members and Clubs</u> , December 1987, December 1991 |
| | 8 | <u>Altrusa Handbook</u> , 1978 |
| | 9 | <u>Altrusa Tradition</u> , October 1991 |
| | 10 | <u>Biennial Reports</u> , 1989-1991 |
| | 11 | <u>Classification Guide</u> , 1978 |
| | 12 | <u>Local Club Handbook</u> , 1970-1971 |
| | 13 | <u>Marketing Plan</u> , 1989 |
| | 14 | <u>Member's Manual</u> , November 1976 |
| | 15 | <u>Point of Order: Simplified Parliamentary Procedures for Altrusans</u> , July 1987 |
| | 16 | <u>Project Planner</u> , 1977 |
| | 17 | <u>Revitalization: A Guide for Altrusa Districts and Clubs</u> , 1989 |
| | 18 | Altrusa Stickers, n.d. (3) |
| | 19 | 33 1/3 RPM Album - Golden Anniversary Message From Lucille S. Alexander, President of Altrusa International, April 11, 1967 |

ADDENDUM

Series I. DeKalb-Sycamore Records

| | | |
|----|-----|--|
| 11 | 1 | Meeting Agendas and Minutes, (January 1998-February 2001) |
| | 2-4 | Altrusa, 1997-1999 |
| | 5 | Newsletters, <u>Altrusa Alert</u> , 1998 |
| | 6 | Your Club Activity Report and The Long Range/Strategic Plan, 1999-2001 |
| | 7 | Correspondence/Donations, April 2001 |
| | 8 | Biographies and Membership List, n.d. |
| | 9 | Confidential Membership Survey, 2001 |
| | 10 | Budget, June 1, 1998-May 31, 1999 |
| | 11 | Committee Assignments, 1998-2000 |
| | 12 | Flower Show Committee Assignments, 2001 |
| | 13 | Nominating Committee, 1992-2000 |

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> |
|------------|---------------|--|
| 11 | 14 | Athena Award Nominating Form for Carol Logue, January 26, 1998 |
| | 15 | Charter Dinner, May 16, 2001 |
| | 16 | Cultural Award, 1987-1995 |
| | 17 | Flower Show, March 21, 1996; April 2, 1998; August 2, 1998 |
| | 18 | Honoring Jessie Glidden, 1991 |
| | 19 | Literacy, n.d. |
| | 20 | Service Grants, 2000-2001 |
| | 21 | Newspaper Clippings, 1996, n.d. |
| | 22 | Photographs, 1999-2000 |

Series II. District Six Records

| | |
|----|--|
| 23 | Altrusa District Six Service Bulletin, November 1998 |
|----|--|

Series III. International Records

| | |
|----|---|
| 24 | Altrusa International Encyclopedia, December 1997 |
|----|---|

ADDENDUM

| | | |
|----|-----|--|
| 12 | 1-7 | Scrapbooks, 1986-1993 |
| 13 | 1-6 | Scrapbooks, 1993-1999 |
| | 7-8 | Scrapbooks, Christmas, 1988-1994, 1996, 1997 |
| | 9 | Photographs, Altrusa Sale, Fall 1983 |

ADDENDUM

| | | |
|----|-----|---|
| 14 | 1-4 | Historian Files, February 1999-June 2002 |
| | 5 | Athena Nominees, October 27, 1999 |
| | 6 | Eleanor Roosevelt Humanitarian Award, 2000-2001 |
| | 7 | Service Grant Applications, 1998-2002 |

ADDENDUM

| | | |
|----|----|--|
| | 8 | Scrapbook, 1999-2000 |
| | 9 | Items for Scrapbook (currently missing), 2001-2002 |
| | 10 | Scrapbook, 2002-2003 |
| 15 | 1 | Board Meeting Minutes, June 5, 2002-April 2, 2003 |
| | 2 | Regular Meeting Minutes, June 5, 2002-April 16, 2003 |

| <u>BOX</u> | <u>FOLDER</u> | <u>DESCRIPTION</u> | 9 |
|------------|---------------|--|---|
| 15 | 3 | Yearbook and Directory, 2002-2003 | |
| | 4 | Newsletters, August 2002-May 2003 | |
| | 5 | Correspondence, 2003 | |
| | 6 | Charter Dinner Invitation, 2003 | |
| | 7 | Flower Show Flyer, 2003 | |
| | 8 | Eve Simonson, Photograph and Obituary, 2002 | |
| | 9 | Newspaper Clippings, 2002-2003 | |
| | | Photographs: | |
| | 10 | DeKalb Community Foundation Grant Presentation, Fall 2002; Holiday Party, January 2002; Ellwood House Decorating, December 2002; Holiday Party, January 2003 (32, 5) | |