

UNIVERSITY of PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
University of Pennsylvania Women's Club
Records, 1910– 2000

6 Cubic ft.

UPQ 1210

Prepared by Amy Miller
May 2001

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**Guide to the
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Records, 1910 – 2000**

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6.25 Cubic ft.

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PROVENANCE

The collection was donated by the University of Pennsylvania Women's Club in several parts: 1967 (accession number 67/71), 1970 (accession number 70/48), 1979 (accession number 14-79), and 2000 (accession numbers 2000:38, 2000:45, 2000:75). One scrapbook was originally classed as part of Office of the Recorder records.

ARRANGEMENT

This collection is arranged into thirteen series: By -laws, History, 1928–1996; Minutes, 1910–1965; Committees, 1965 –1976; Activities, 1914 –1974; Correspondence, 1968 –1994; Financial Records, 1916–1995; Members, 1918–1999; Miscellaneous; Newsletters, 1973–1982; Scholarship fund, 1952-1999; Services, 1917–1989; University Tea Committee, 1914-1942; and Chronological File, 1911–2000. The Minutes and Chronological File series are arranged in chronological order. All other series are arranged first alphabetically and then chronologically within the series.

AGENCY HISTORY

The University of Pennsylvania Women's Club originated in 1906 when Mary Spring Gardiner Frazier, wife of the Dean of the Medical School, Charles Harrison Frazier, organized an informal gathering for several faculty wives to meet every two weeks for tea. It was officially founded, however, in 1910 under the name of the Faculty Tea Club of the University of Pennsylvania. Its membership was open to the wives, mothers, daughters, and sisters of all members of the faculty, University administration, and board of trustees. The original object of the club was to "promote good fellowship among its members and throughout the University."

Over the course of its existence, the Women's Club expanded its mission from inspiring fellowship among the faculty wives to aiding new faculty members, offering services for women, funding female students' educations, and performing community service. It fulfilled its mission in the early years by organizing weekly teas during the academic year in which speakers would discuss a wide variety of topics, mostly relating to current events. During the First and Second World Wars, the club worked actively to support the war by selling war bonds and working with the Hospital of the University of Pennsylvania. In the 1920s, a scholarship and loan fund was established to assist women students at the University. After the death of the first president of the University in 1948, the name of the fund was changed to the Thomas S. Gates Scholarship Fund. The fund continues to the present and has aided many women students who would later become prominent such University President Judith Rodin. In 1971, the Faculty Tea Club formed a project called Resources for Women that provided assistance for women reentering the work field. Although the name of the Faculty Tea Club had been in contention almost since its inception, the name was officially changed to the University of Pennsylvania Women's Club in 1983.

In 1942 the University Tea Committee merged with the Women's Club. The University Tea Committee was founded around 1915 with membership open to family members of the

trustees and faculty. It remained active until 1932; after a ten -year hiatus, the University Tea Committee turned over its treasury to the Women's Club.

SCOPE AND CONTENT

The University of Pennsylvania Women's Club Records contains material of its activities and official business. The bulk of the collection contains financial records and a chronological file. The financial records are in the form of ledgers, check stub books, banks statements and correspondence and date back to the founding of the Club in 1910. The numerous activities and lectures hosted and sponsored by the Club are documented in several scrapbooks and correspondence found in the Activities and Chronological File series. In addition to these sources, the official decisions and actions of the Club are recorded in the minute books for the years 1910 to 1925 and 1935 to 1965 in the Minutes series as well as the loose copies of the minutes filed in the Chronological File series after 1965. The collection also contains correspondence, financial records, and lists of recipients of the Thomas S. Gates Scholarship from 1952 to 1999 in the Scholarship Fund series.

The only surviving record of the University Tea Committee is in the form of ledger of the club's accounts from 1914 to 1932.

**University of Pennsylvania Women's Club
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INVENTORY

By-laws, History

Box 3	FF 12	By-laws, 1938, 1948
	FF 13	By-laws, 1969-1980
	FF 14	By-laws, board meetings, 1948-1996
	FF 15	Guidelines
	FF 16	History, 1928-1987
	FF 17	Reference folder, 1969-1970

Minutes

Box 4	FF 9	Undated
	FF 10	1910-1916
	FF 11	1917-1925
	FF 12	1935-1941
	FF 13	1941-1953
	FF 14	1951-1954
	FF 15	1955-1959
	FF 16	1960-1965

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Committees

Annual Committee Reports

Box 1	FF 8	1969-1970, 1973-1974
	FF 9	1965-1966, 1968-1969
	FF 10	1975-1976
	FF 11	Program Chairman, 1968-1976
	FF 12	Women's Advisory Committee of the Christian Association, 1955-1966

Activities

Box 1	FF 1	President's folder, 1956-1963
	FF 2	Programs, undated
Box 3	FF 11	Scrapbook with invitations, announcements, correspondence, clippings, 1914-1917
Box 1	FF 3	Scrapbook with official business, ballots, programs, members, 1919-1939
	FF 4	Scrapbook with official business, ballots, programs, members, 1938-1960
	FF 5	Speakers' curriculum vitae
	FF 6	Spring Luncheon and Flower Show, 1949-1968
	FF 7	Yearly summary of activities, 1969-1974

Correspondence

Box 1	FF 13	General, 1968-1988
	FF 14	Invitations for membership

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Correspondence(cont.)

Box 1	FF 15	Invitations for newcomers, 19901994
	FF 16	Muriel Harris, 1982
	FF 17	Suggestions for revitalization, reorganization
	FF 18	Undated

Financial Records

Audited Treasurer's Report

FF 19	1965-1973
FF 20	1969-1974
FF 21	1975-1976
FF 22	1976-1977
FF 23	1977-1978
FF 24	1978-1979
FF 25	1984-1985

Reports

FF 26	1947-1971
FF 27	1948-1963
FF 28	1969-1980
FF 29	1980-1981
FF 30	1985-1987
FF 31	Monthly reports, 19461954

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Box 1	Financial Records Reports (cont.)
FF 32	Annual reports, 1961-1969
	Bank records
FF 33	1956-1959
FF 34	1965-1968
FF 35	1968, 1971
FF 36	1971-1973
FF 37	1971-1974
Box 2	FF 1 1972-1989
	FF 2 1974-1975
	FF 3 1975-1976
	FF 4 1976
	FF 5 1987-1995
	FF 6 Budgets, 1959-1981
	FF 7 Checkbook, 1983-1991
	FF 8 Checks, 1987-1995
	FF 9 Correspondence re: scholarship and contributions, 1929, 1946-1955
	FF 10 Insurance, 1963-1972

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Box 2	Financial Records (cont.) Ledgers	
	FF 11	1945-1957
	FF 12	1953-1957
	FF 13	1957-1959
	FF 14	1987-1997
	FF 15	Dues, 1957-1974
	FF 16	Loan fund, 1927-1945
	FF 17	Regular fund, 1916-1929
	Miscellaneous	
	FF 18	1968-1994
	FF 19	1981-1982
	FF 20	1982-1983
	FF 21	1983-1984
	FF 22	Notebook, 1972-1987
	Check Stub Registers	
Box 3	FF 1	1944-1949
	FF 2	1949-1951
	FF 3	1951-1953
	FF 4	1953-1955
	FF 5	1955-1957

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Box 3		Financial Records
		Check Stub Registers (cont.)
	FF 6	1957-1960
	FF 7	1960-1970
	FF 8	1970-1979
	FF 9	1974-1977
	FF 10	1975-1976
	FF 18	Directory, 1918-1925
Oversize 1		Directory, 1927-1930
Box 3	FF 20	Directories and guides ("Bluebooks"), 1973-1979
	FF 21	Directories and guides ("Bluebooks"), 1979-1988
	FF 22	Directories and guides ("Bluebooks"), 1989-1999
Box 4	FF 1	Honorary and Courtesy Members, 1964-1981
	FF 2	Honorary director certificate, Birgit M. DeGennaro
	FF 3	Lists, 1962-1978
		Members
	FF 4	Member cards (1), 1975-1977
	FF 5	Member cards (2), 1975-1977
	FF 6	Member cards (blank)
	FF 7	Officers and directors, 1910-1930
	FF 8	Presidents

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Miscellaneous

Box 6 FF 20 Gavel

Newsletters

Box 4 FF 17 1973-1982

Scholarship fund

FF 18 Correspondence, 1965-1987

FF 19 Correspondence, 1968-1987

FF 20 Correspondence, 1986

FF 21 Correspondence, fund balances, 1952-1964

FF 22 Donations, 1974-1980

FF 23 Miscellaneous, 1978-1986

Recipients

FF 24 1952-1999

FF 25 1965-1969

FF 26 1970-1979

Box 5 FF 1 1980-1989

FF 2 Thomas S. Gates obituary

Services

FF 3 1969-1989

FF 4 Guide for new members

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Services (cont.)

Box 5

Resources for Women

- FF 5 1971-1980
- FF 6 1972
- FF 7 1972-1981
- FF 8 Housing file, 1975-1976
- FF 9 World War I French orphan contributions, 1917-1919

University Tea Committee

- FF 10 Rules, correspondence, financial records, 1914-1942

Chronological File

- FF 11 1911-1912
- FF 12 1948-1949
- FF 13 1949-1950
- FF 14 1950-1951
- FF 15 1951-1952
- FF 16 1952-1953
- FF 17 1956-1957
- FF 18 1957-1958
- FF 19 1958-1959
- FF 20 1959-1960

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Chronological File(cont.)

Box 5	FF 21	1960-1961
	FF 22	1961-1962
	FF 23	1962-1963
	FF 24	1963-1964
	FF 25	1964-1965
	FF 26	1965-1966
	FF 27	1966-1967
	FF 28	1967-1968
	FF 29	1968-1969
	FF 30	1969-1970
	FF 31	1970-1971
	FF 32	1971-1972
	FF 33	1971-1972, Symposium
	FF 34	1972-1973
	FF 35	1973-1974
	FF 36	1974-1975
	FF 37	1975-1976
	FF 38	1976-1977
	FF 39	1977-1978

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Chronological File(cont.)

Box 5	FF 40	1978-1979
	FF 41	1979-1980
	FF 42	1980-1981
	FF 43	1981-1982
	FF 44	1982-1983
	FF 45	1983-1984
Box 6	FF 1	1984-1985
	FF 2	1985-1986
	FF 3	1986-1987
	FF 4	1987-1988
	FF 5	1988-1989
	FF 6	1989-1990
	FF 7	1990-1991
	FF 8	1991-1992
	FF 9	1992-1993
	FF 10	1993-1994
	FF 11	1994-1995
	FF 12	1995-1996
	FF 13	1996-1997

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Chronological File(cont.)

Box 6	FF 14	1997-1998
	FF 15	1998-1999
	FF 16	1998-1999, President's folder
	FF 17	1998-1999, Relocation committee
	FF 18	1998-1999, Room committee
	FF 19	1999-2000, President's Folder