Overview of the Collection

Collection Title: Beulah "Dickie" Garrigues Collection
Dates: 1939-1992
Identification: URB/BDG
Creator: Garrigues, Buelah "Dickie"
Physical Description: 1.20 linear feet
Language of Materials: English
Repository: Urban Archives

Abstract: Beulah "Dickie" Garrigues was a founding board member (and treasurer) of the Inglewood chapter of the Business and Professional Women's Club, which later became known as the Soroptimist International of Inglewood. She was a legal secretary who lent her expertise in the field to her professional organization and worked as a career spokesperson to high school students. The papers of Dickie Garrigues document her leadership in three women's clubs located in Inglewood, California between 1939 and 1992: Business & Professional Women's Club of Inglewood, Legal Secretaries Association of Inglewood, and Soroptimists International (Club) of Inglewood. Ms. Garrigues severed in several different capacities including club president and historian.

Biographical Information:
Founding board member (and treasurer) of the Inglewood chapter of the Business and Professional Women's Club, which later became known as the Soroptimist International of Inglewood, Buelah "Dickie" Garrigues was a legal secretary who lent her expertise in the field to her professional organization and worked as a career spokesperson to high school students. Garrigues remained active within her community and also became one of the charter members of the Inglewood chapter of the Soroptimist International on April 21, 1947.

Tireless volunteerism is chronicled in the Soroptimist history as being an "average of 2,000 hours of service yearly is donated by the members, telephoning for blood donors for the American Red Cross, canvassing social businesses for United Way, securing members for the annual YMCA membership campaign, planting flowers for city beautification, and supervising Venture and "S" Clubs. Garrigues served on many of the Soroptimist committees and also wrote procedural rules for the organization. Buelah "Dickie" Garrigues became a life member of the Soroptimist International of the Americas on April 27, 1978, over 30 years after her volunteerism and commitment to these organizations began. In 1982, Garrigues was honored and given a commemorative plaque for over 35 years of service.

Genre/Form of Material:
Paper records
Photographic material
Publications
Scrapbooks

Processing Information:
Robert G. Marshall, May 2002

Conditions Governing Use:
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Conditions Governing Access:
The collection is open for research use.

Preferred Citation:
For information about citing items in this collection consult the appropriate style manual, or see the Citing Archival Materials guide.

Arrangement of Materials:
Series I: Business and Professional Women's Club of Inglewood, 1939-1944
Series II: Legal Secretaries Association of Inglewood, 1947-1971
Series III: Soroptimists International (Club) of Inglewood, 1947-1992

Scope and Contents
The papers of Dickie Garrigues document her leadership in three women's clubs located in Inglewood, California between 1939 and 1992: Business & Professional Women's Club of Inglewood, Legal Secretaries Association of Inglewood, and Soroptimists International (Club) of Inglewood. Ms. Garrigues served in several different capacities, including club president and historian. She presented her histories at annual club dinners as part of the program. The collection includes articles of incorporation, by-laws, correspondence, ephemera, handbooks, newspaper clippings, song books, music, newsletters, photographs, scrapbook of activities, speech notes, and related materials. The collection has been divided into three series: Business and Professional Women's Club of Inglewood (1939-1944), Legal Secretaries Association of Inglewood (1947-1971), and Soroptimists International (Club) of Inglewood (1947-1992).

Series I, Business and Professional Women's Club of Inglewood, contains correspondence and newspapers clippings. The files are arranged in alphabetical order.

Series II, Legal Secretaries Association of Inglewood, contains announcements and bulletins, articles of incorporation, by-laws, charter (copy), conference programs, membership roster and presidents' lists, newspaper clippings and speeches. The files are arranged in alphabetical order.

Series III, Soroptimists International (Club) of Inglewood, contains programs and speeches, annual reports, correspondence, invitations, membership procedures, newspaper clippings, pamphlets, photographs, song sheets, and the president's scrapbook. The files are arranged in alphabetical order.

**Series I: Business and Professional Women's Club of Inglewood, 1939-1944**

- Box 1, Folder 1: Correspondence, April 1943
- Box 1, Folder 2: Newspaper Clippings, 1939-1944
- Box 1, Folder 3: Newspaper Clippings

**Series II: Legal Secretaries Association of Inglewood, 1947-1971**

- Box 1, Folder 4: Articles of Incorporation: Handbook, 1947
- Box 1, Folder 5: Articles of Incorporation: Handbook, 1952
- Box 1, Folder 6: Beverly Hills Legal Secretaries Association: Card
- Box 1, Folder 7: By-Laws, ca. 1949
- Box 1, Folder 8: California Legal Secretaries Association (CLSA): Convention Report, ca. 1950
- Box 1, Folder 9: CLSA: Announcements, Program, 1950 May 6-1950 May 7
- Box 1, Folder 10: Centinela Secretarial Services: Flyer, 1952
- Box 1, Folder 11: Charter Meeting, Agenda, Copy of Charter, 1949 February 12
- Box 1, Folder 12: First Annual Boss Night: Speech
- Box 1, Folder 13: Installation of Officers: Programs, 1949 February 22
- Box 1, Folder 14: *The Legal Secretarian*: Bulletin, June 1949, July 1949
- Box 1, Folder 15: *The Legal Secretarian*: Bulletin, June 1950
- Box 1, Folder 16: *The Legal Secretary*: Bulletin, February 1949, May 1949
- Box 1, Folder 17: *The Legal Secretary*: Bulletin, February 1950, July 1950
- Box 1, Folder 18: Membership Roster, 1970-1971
- Box 1, Folder 19: Newspaper Clippings, 1949
- Box 1, Folder 20: Newspaper Clippings, 1950
- Box 1, Folder 21: Newspaper Clippings, 1960-1961
- Box 1, Folder 22: Newspaper Clippings
- Box 1, Folder 23: Past Presidents: List, 1948-1971
- Box 1, Folder 24: Southwest District - Installation of Officers: Program, 1967 May 25
- Box 1, Folder 25: Speeches: Note Cards, 1971 February 23
- Box 1, Folder 26: Speeches: Note Cards
- Box 1, Folder 27: Thank You Cards (2)
- Box 1, Folder 28: Ways and Means Committee: "Subpoena" to Membership, July 1949

**Series III: Soroptimists International (Club) of Inglewood, 1947-1992**

- Box 1, Folder 29: 25th Anniversary Celebration: Historical Sketch, News Article, 1972 April 10
- Box 1, Folder 30: 35th Anniversary Celebration: Program, Speech, Notes, 1982 April 16
- Box 1, Folder 31: 40th Anniversary Celebration: Program, Speech, 1987 April 11
- Box 1, Folder 32: 45th Anniversary Celebration: Program, Pendant, 1992 April 21
Box 1, Folder 33  American National Red Cross, L.A. Chapter: Certificate of Merit, 1958
Box 1, Folder 34  Bolton, William G.: Correspondence, 1964 April 11
Box 1, Folder 35  Community Service: Contributions Summary, 1947-1966
Box 1, Folder 36  Constitution and By-Laws, June 1973
Box 1, Folder 37  Correspondence, 1958
Box 1, Folder 38  Downey Soroptimist Club: Correspondence, 1981 February 2
Box 1, Folder 39  Executive Board - Committees: Member List, 1957-1958
Box 1, Folder 40  History: Sketch (from History of Inglewood , p.189)
Box 1, Folder 41  Historical Society of Centinela Valley: The History of Inglewood , ca. 1986
Box 1, Folder 42  "How McGee Kept Christmas," from Angeles & Other Strangers, by Katherine Paterson, ca. 1979
Box 1, Folder 43  Installation of Officers: Program, 1952 June 29
Box 1, Folder 44  Installation of Officers: Program, 1957 June 6
Box 1, Folder 45  Installation of Officers: Program, 1967 June 10
Box 1, Folder 46  Installation of Officers: Program, 1968 June 13
Box 1, Folder 47  Installation of Officers: Program, 1969 June 19
Box 1, Folder 48  Installation of Officers: Program, 1977
Box 1, Folder 49  Installation of Officers: Invitation, Program, 1992 June 30
Box 1, Folder 50  Installation of Officers, 1995 June 16
Box 1, Folder 51  International, Technical Ad Hoc Committee on SIA Structure: Report, 1975
Box 1, Folder 52  Life Membership: Certificate, 1978 April 27
Box 1, Folder 53  Membership: Charter Members, 1947
Box 1, Folder 54  Membership: Lists, 1950, 1975-1981
Box 1, Folder 55  Membership Card: "Dickie" Garrigues
Box 1, Folder 56  Membership Policy: Procedure for New Members, 1982
Box 1, Folder 57  Membership Postings, 1981-1987
Box 1, Folder 58  Mexicali, Soroptimist Club: Correspondence, 1962 June 27
Box 1, Folder 59  My Life History ("Dickie" Garrigues): Typescript, 1959 January 29
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Box 1, Folder 71  Newspaper Clippings, 1982
Box 1, Folder 72  Newspaper Clippings
Box 2, Folder 1  Orientation and Leadership Training: Maps, Pamphlets, Puzzle, 1988
Box 2, Folder 4  President's Annual Report, June 1957
Box 2, Folder 5  President's Annual Report, June 1958
Box 2, Folder 6  Reports & Speeches ("Dickie" Garrigues), ca. 1950-ca. 1959
Box 2, Folder 7  Reports & Speeches ("Dickie" Garrigues), ca. 1960-ca. 1969
Box 2, Folder 8  Reports & Speeches ("Dickie" Garrigues), ca. 1970-ca. 1979
Box 2, Folder 9  Reports & Speeches ("Dickie" Garrigues), ca. 1980-ca. 1989
Box 2, Folder 10  Slogans: Newspaper Clippings
Box 2, Folder 11  Soropti-Topics: Newsletter, Vol. 1, Nos. 1-12, 1947-1948
Box 2, Folder 12  Soropti-Topics: Newsletter, Vol. 2, Nos. 1-7 and 11-12, 1948-1949
Box 2, Folder 13  Soropti-Topics: Newsletter, Vol. 3, Nos. 1, 3-12, 1949-1950
Box 2, Folder 14  Soropti-Topics: Newsletter, Vol. 4, Nos. 1-6, 8-9, 1950-1951
Box 2, Folder 15  Soropti-Topics: Newsletter, Vol. 5, Nos. 2-3, 6-10, 1951-1952
Box 2, Folder 16  Soropti-Topics: Newsletter, Vol. 6, Nos. 1-3, 5-9, 1952-1953
Box 2, Folder 17  Soropti-Topics: Newsletter, Vol. 7, Nos. 1-10, 1953-1954

Guide to the Beulah "Dickie" Garrigues Collection, 1939-1992

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