Guide to the Community Service Records MS 64

Finding aid prepared by Samantha Mills
San Diego History Center Document Collection
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Title: Community Service Records

Identifier/Call Number: MS 64

Contributing Institution: San Diego History Center Document Collection

Language of Material: English

Physical Description: 0.25 Linear feet (1 box)

Date (inclusive): 1920-1931

Abstract: This collection contains meeting minutes, correspondence, and other administrative records of San Diego Community Service, a social service agency focused on recreational activities for children in the San Diego Community in the 1920s.

creator: San Diego Community Service.

Biographical / Historical Notes
San Diego Community Service was a social service agency devoted primarily to promoting, organizing, and operating recreational and cultural activities for children in the San Diego community. The Community Service group was involved with various associations and organizations throughout San Diego County that promoted activities for children within the community, including the San Diego City Schools. The group did many projects in conjunction with the San Diego City Schools to help promote recreational activities for children. They even employed a Drama Director, Alice Lee, to help promote drama and visual arts within the city school system.

This group received most of its funding from the Community Chest, and a majority of the members of the organization held their positions on a voluntary basis.

Scope and Content
This collection contains meeting minutes, correspondence, and other administrative records of San Diego Community Service, a social service agency focused on recreational activities for children in the San Diego Community in the 1920s. Additional administrative records include committee reports, financial documents, a list of the Board of Directors and the organization’s constitution. Correspondence includes letters between San Diego Community Service and the San Diego City Schools.

Arrangement
This collection is arranged by material type.

Preferred Citation
Community Service Records, MS 64, San Diego History Center Document Archives, San Diego, CA.

Conditions Governing Access
This collection is open for research.

Conditions Governing Use
The San Diego History Center (SDHC) holds the copyright to any unpublished materials. SDHC Library regulations do apply.

Processing Information
Collection processed by Rosa Longacre on May 31, 2007

Subjects and Indexing Terms
Allen, Ella Bradford
Clark, Harry C.
College Women’s Club.
Deering, Tam
Hastings, Edgar F.
Jones, Sybil
Lee, Alice
Marston, Helen
Morrison, William L.
Playground and Recreation Association of America.
San Diego City Schools.
San Diego (Calif.)
Youth--Recreation
Box-folder 1:1  
Board of Directors Meeting Minutes, 1924

Box-folder 1:2  
Board of Directors Meeting Minutes, 1925

Box-folder 1:3  
Board of Directors Meeting Minutes, 1926

Box-folder 1:4  
Board of Directors Meeting Minutes, 1927

Box-folder 1:5  
Board of Directors Meeting Minutes, 1928

Box-folder 1:6  
Board of Directors Meeting Minutes, 1929-1931

Box-folder 1:7  
Correspondence, 1921 May 27 – 1924 July 29
Includes:
Meeting announcement; election outcome; employment history of Sybil Jones; office lease information; and letters from Ella B. Allen, Helen D. Marston, Alice Lee; Tam Deering, Josephine Seaman, and A. Johnson, primarily regarding board service.

Box-folder 1:8  
Correspondence, 1925 May 13 – 1926 December 29
Includes:
Letters to and from the Community Chest; College Woman’s Club; San Diego City Schools; Playground and Recreation Association of America; Wallace Moody; Community Welfare Council; and State Teachers and Junior College.

Box-folder 1:9  
Correspondence, 1927 January 19 – 1927 November 8 and undated
Includes:
Letters to and from William L. Morrison, Attorney; Bar Association; Harry Clark re: Playground Commission; Edgar Hastings; San Diego City Schools; Alice Lee to Tam Deering; and a leave of absence request.

Box-folder 1:10  
Reports, 1923 April – 1927 January 20 and undated
Includes:
Reports of the Drama Department, Board of Directors, Entertainment Department, Secretary of the Board, and Committee on Cooperation with Schools.

Box-folder 1:11  
Financial Documents, 1924 March 5 – 1928 November 1 and undated
Includes:
Treasurer’s report, reimbursement reports, budgets, statement of accounts due, financial statement, list of pledges, and Budget Committee report.

Box-folder 1:12  
Miscellanea, 1923-1924 and undated
Includes:
Constitution, by-laws and resolutions; Board of Directors roster; leave of absence for Josephine Randall; invitation to recreation congress; meetings of Summer Play Center and Neighborhood Recreation Committee conference; recreation program; and a petition to develop municipal recreation.