Finding aid to the Square and Circle Club Records

Finding aid prepared by Rachel Taketa; revised by Wendy Kramer.
San Francisco History Center, San Francisco Public Library
100 Larkin Street
San Francisco, CA, 94102
(415) 557-4567
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May 2005, revised 2009
Title: Square and Circle Club Records
Date (inclusive): 1924-2004
Date (bulk): 1954-1999
Collection Identifier: SFH 13
Creator: Square and Circle Club (San Francisco, Calif.).
Physical Description: 8 cartons, 1 poster in flat file (ca. 8.0 cubic feet)
Contributing Institution: San Francisco History Center, San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
(415) 557-4567
info@sfpl.org
Abstract: The collection documents the formation, administration, and activities of what is believed to be the oldest active Chinese American women's service organization in the United States. The collection includes constitution and bylaws, meeting minutes, committee files, financial records, and materials pertaining to fundraising, service projects, and member events. Also includes correspondence with community-based organizations and other service agencies, including Chung Mei Home for Boys, Ming Quong Home for Girls, Chinese Hospital, and On Lok Senior Health Services.
Physical Location: Collection is stored onsite.
Language of Materials: Collection materials are in English.
Access
The collection is open for research, with photographs available during Photo Desk hours. Please call the San Francisco History Center for hours and information at 415-557-4567.
Publication Rights
All requests for permission to publish or quote from manuscripts must be submitted in writing to the City Archivist. Permission for publication is given on behalf of the San Francisco Public Library as the owner of the physical items.
Preferred Citation
[Identification of item], Square and Circle Club Records (SFH 13), San Francisco History Center, San Francisco Public Library.
Provenance
Related Materials
Researchers are encouraged to view the catalog holdings of the San Francisco Public Library for related materials, particularly, Unbound Feet by Judy Yung and Bridging the Pacific: San Francisco Chinatown and Its People by Thomas W. Chinn.
Materials Transferred
Photographs (12 folders) have been transferred to the San Francisco Historical Photograph Collection.
Conservation Note
During processing, the entire collection was re-foldered and re-housed in acid-free folders. Some metal staples remain. Pages were removed from binders and notebooks.
Accruals note
Further accruals expected.
Organizational History
The Square and Circle Club derives its name from an old Chinese couplet translated as "In deeds be square, in knowledge be all-round". The Square and Circle Club is believed to be the oldest active Chinese women's service organization in the United States and has served the San Francisco Bay Area for over 80 years. Comprised primarily of professional women of Chinese descent, the mission of the club is to promote local community issues, provide monies to organizations and persons in need, and act as a social fellowship for the club members.
The Square and Circle Club was formed in 1924 by a group of seven young women: Daisy Wong Chinn, Jennie J. Lee, Ann Lee Leong, Ivy Lee Mah, Bessie Wong Shum, Daisy K. Wong, and Alice Fong Yu. The group originally came together to raise funds for flood and famine victims in China and the first fundraiser was a benefit dance that successfully raised $250 for relief packages. After the success of the event, the Square and Circle Club turned their attentions to the local San Francisco community, embarking upon what has become a much respected and longstanding philanthropic tradition.
Early service projects focused upon orphans, healthcare, and educational activities. Fundraising for projects at Laguna Honda Hospital, the Chung Mei Home for Chinese Boys, the Mei Lan Yuen Home and the Ming Quong Home for Chinese girls, took the form of raffles, benefit dances and variety shows. From the late 1920s through the early 1940s, the Square and Circle Club produced many well-attended events that showcased popular themes, dances and music of the era and provided funds for the many service projects of the club. "It Happened in Zandavia", presented in 1933, was the first such musical and featured boys from the Chung Mei Home performing alongside the women of the club. Above and beyond raising money, members often volunteered their time to a variety of community projects including assisting with local tuberculosis screening and visiting the patients of the Laguna Honda Hospital. In addition to serving the community, Square and Circle Club also organized dinners, picnics and anniversary parties for the growing numbers of members. While the club's main focus was local service, the women did become active in larger volunteer arenas such as involvement with the Chinese War Relief Association, supporting a bill promoting rights of entry and U.S. citizenship to Chinese persons, and voicing staunch support of boycotts against Japanese products during World War II.

After World War II, the women of the Square and Circle Club continued to further the philanthropic activities of the club while pursuing their own educational and career advancement. The musicals and variety shows continued to be very popular with titles such as "Goo Ma Steps Out", "Once Upon a Holiday", "Song of Dynasty" and "My Fair Co-ed". The club's popular fashion shows and New Years Eve Charity Balls began during this time and continued with great success. Always innovative in their fundraising ideas, the club launched the publication of a Square and Circle Cookbook in 1976, Cooking with Square and Circle, which sold out its 5,000 copies and went into a third printing.

Many of the members have been individually recognized and awarded for their community leadership and accomplishments. The club's first president, Alice Fong Yu, was the first Chinese American teacher hired into the San Francisco Unified School District, and after a long and respected career in elementary education and speech therapy, had a Chinese immersion school named for her in 1996, the Alice Fong Yu Alternative School.

The Square and Circle Club's mission to "promote and foster philanthropic projects and community service" has remained unchanged since its inception in 1924. Through its fundraising efforts and volunteer projects, the club has provided support for YMCA and YWCA camperships; scholarships to City College, San Francisco State University, Mills College and the annual Close-up Washington, D.C. program; equipment for On Lok Senior Health Services and Chinese Hospital; and funds for the Asian Women's Shelter, Chinatown Youth Center, San Francisco Public Library, Chinese Education Center, the Chinese Newcomers Service Center, and Laguna Honda Hospital, to name a few.

Scope and Contents
The collection documents the activities of the Square and Circle Club from 1924 – 2003. The club began in 1924 and is one of the largest and oldest Chinese women's service organizations still active in the country. These documents provide insight into the organization of the club and the many service projects they have undertaken over the years. In addition to the operations of the Square and Circle Club, the collection also gives evidence of the evolving needs of the Chinese community in San Francisco and gives a detailed look into the way the club answered these needs.

Materials include the Square and Circle Club's constitution and bylaws, meeting minutes, clubhouse records, correspondence, committee files, fundraising materials, financial records and publicity. The meeting minutes yield much information on the organizational decisions made by the club, from changes in bylaws to dispersals of monies within the local community. The collection has a particularly notable section of annual fundraising projects and activities, including photographs and historical materials about the San Francisco Bay Area. This club is still active.

Arrangement
The material has been arranged into seven series: Series 1. Administration; Series 2. Correspondence; Series 3. Community Service Projects; Series 4. Fundraisers; Series 5. Member Events; Series 6. Financial records; and Series 7. Publicity/Press.

Subjects and Indexing Terms
Square and Circle Club (San Francisco, Calif.). -- Archives
Chinese American women--Societies and Clubs
Chinese Americans--California--San Francisco--Societies, etc.
Clubs--California--San Francisco
San Francisco (Calif.)--Social life and customs
Series 1 Administration, 1931-2002

Scope and Contents
Meeting minutes and committee files constitute the bulk of this series; the club's community activism is evidenced throughout the minutes, and the committee files detail how the club functioned to achieve its philanthropic goals.

Arrangement
Divided into four subseries: 1.1: Constitution and Bylaws; 1.2: Minutes; 1.3: Committee Files; and 1.4: Facilities. Arranged in reverse chronological order within subseries.

Subseries 1.1 Constitution & Bylaws, 1946-1998

Box 1, Folder 1 Bylaws, Friendship Fund, 1946
Box 1, Folder 2 Constitution and Bylaws, 1949-1998, undated
Box 1, Folder 3 Constitution and Bylaws Revisions, Ballots, 1981
Box 1, Folder 4 Constitution and Bylaws Revisions, Notes, 1987, 1998
Box 1, Folder 5 Constitution and Bylaws Strategic Planning Notes, 1997-1998

Subseries 1.2 Minutes, 1931-1999

Arrangement
Arranged in reverse chronological order.

Box 1, Folder 6 Board, July 1998 - July 1999
Box 1, Folder 7 General, July 1998 - July 1999
Box 1, Folder 8 Board, July 1996 - June 1998
Box 1, Folder 9 General, July 1996 - June 1998
Box 1, Folder 10 Board, July 1994 - June 1996
Box 1, Folder 11 General, July 1994 - June 1996
Box 1, Folder 12 Board, July 1993 - June 1994
Box 1, Folder 13 General, July 1993 - June 1994
Box 1, Folder 14 Board, July 1992 - June 1993
Box 1, Folder 15 General, July 1992 - June 1993
Box 1, Folder 16 Board, July 1990 - June 1992
Box 1, Folder 17 General, July 1990 - June 1992
Box 1, Board, July 1989 - June 1990
Folders 18-19
Box 1, Folder 20 General, July 1989 - June 1990
Box 1, Folder 21 Board, July 1988 - June 1989
Box 1, Folder 22 General, July 1988 - June 1989
Box 1, Folder 23 Board, July 1987 - June 1988
Box 1, Folder 24 General, July 1987 - June 1988
Box 1, Folder 25 Board, July 1986 - June 1987
Box 1, Folder 26 General, July 1985 - June 1987
Box 1, Folder 27 Board, July 1983 - June 1986
Box 1, Folder 28 General, July 1983 - June 1985
Box 2, Folder 1 Board, July 1979 - June 1983
Box 2, Folder 2 General, July 1979 - June 1983
Box 2, Folder 3 Board, July 1975 - June 1979
Box 2, Folder 4 General, July 1975 - June 1979
Box 2, Folder 5 Board, July 1970 - June 1975
Box 2, Folder 6 General, July 1970 - June 1975
Box 2, Folder 8 General, July 1965 - June 1970
Box 2, Folder 9 Board, July 1962 - June 1965
Box 2, Folder 7 Board, July 1965 - June 1970
Box 2, Folder 10 General, July 1962 - June 1965
Subseries 1.2 Minutes, 1931-1999

Box 2, Folder 11
July 1959 - June 1962
Box 2, Folder 12
January 1955 - June 1959
Box 2, Folder 13
1958
Box 2, Folder 14
March 1952 - December 1954
Box 2, Folder 15
January 1950 - December 1951
Box 2, Folder 16
January 1949 - December 1949
Box 2, Folder 17
January 1948 - December 1948
Box 2, Folder 18
January 1947 - December 1947
Box 2, Folder 19
July 1943 - December 1946
Box 2, Folder 20
January 1941 - June 1943
Box 2, Folder 21
September 1935 - November 1940
Box 2, Folder 22
January 1931 - August 1935

Subseries 1.3 Committee Files, 1961-1998

Arrangement
Arranged by committee, then in reverse chronological order.

Box 3, Folder 1
Box 3, Folder 2
Box 3, Folder 3
Membership, Applications, 1986-1990
Box 3, Folder 4
Membership, Attendance, 1991-1992
Box 3, Folder 5
Membership, Attendance, 1985-1988
Box 3, Folder 6
Membership, Attendance, July 1975 - November 1976
Box 3, Folder 7
Membership, Attendance, 1973 - June 1975
Box 3, Folder 8
Membership, Attendance, 1968-1973
Box 3, Folder 9
Membership, Attendance, 1952-1968
Box 3, Folder 10
Membership, Reports, 1985-1994
Box 3, Folder 11
Nominating, 1961-1962
Box 3, Folder 12
Officer Duties, 1973-1988
Box 3, Folder 13
Program, 1980-1992
Box 3, Folder 14
Service, December 1997 - November 1998
Box 3, Folder 15
Service, July 1981 - October 1989

Subseries 1.4 Facilities, 1958-1997

Arrangement
Arranged by type.

Box 3, Folder 16
Custodian Files, 1958-1997, undated
Box 3, Folder 17
Box 3, Folder 18

Series 2 Correspondence, 1932-2001

Physical Description: 2.0 cubic feet
Scope and Contents
This series contains correspondence documenting the Square and Circle Club's extensive community contacts and influence. Includes informal letters and cards from club members, as well as communications and solicitation letters from outside organizations that provide insight into the evolving needs of the area over a 69-year period. Of particular note are the letters from American soldiers in Korea (1951-1952) and the correspondence between the club and Judy Yung, author of Unbound Feet, which features the women of Square and Circle Club.

Arrangement
Arranged in reverse chronological order.

Box 3, Folder 19
January 1999 - February 2001
Box 3, Folder 20
February 1997 - December 1998
Series 2 Correspondence, 1932–2001

Box 3, Folder 21  August 1994 – September 1996
Box 3, Folder 22  August 1993 – May 1994
Box 3, Folder 23  July 1992 – June 1993
Box 3, Folder 24  July 1989 – April 1992
Box 3, Folder 25  July 1988 – June 1989
Box 3, Folder 26  July 1987 – June 1988
Box 3, Folder 27  June 1986 – June 1987
Box 3, Folder 28  July 1984 – May 1986
Box 3, Folder 29  July 1982 – June 1984
Box 3, Folder 30  July 1981 – June 1982
Box 3, Folder 31  July 1980 – June 1981
Box 3, Folder 32  July 1979 – June 1980
Box 3, Folder 33  July 1978 – June 1979
Box 4, Folder 1  July 1977 – June 1978
Box 4, Folder 2  July 1976 – June 1977
Box 4, Folder 3  January 1975 – June 1976
Box 4, Folder 4  July 1974 – December 1974
Box 4, Folder 5  July 1973 – June 1974
Box 4, Folder 6  July 1972 – June 1973
Box 4, Folder 7  July 1971 – June 1972
Box 4, Folder 8  July 1970 – June 1971
Box 4, Folder 9  July 1969 – June 1970
Box 4, Folder 10  July 1968 – June 1969
Box 4, Folder 11  July 1967 – June 1968
Box 4, Folder 12  July 1966 – June 1967
Box 4, Folder 13  July 1965 – June 1966
Box 4, Folder 14  “The Heaven’s Angels”, 1965
Box 4, Folder 15  July 1964 – June 1965
Box 4, Folder 16  July 1963 – June 1964
Box 4, Folder 17  July 1962 – June 1963
Box 4, Folder 18  January 1962 – June 1962
Box 4, Folder 19  July 1961 – December 1961
Box 4, Folder 20  July 1960 – June 1961
Box 4, Folder 21  July 1959 – June 1960
Box 4, Folder 22  July 1958 – June 1959
Box 4, Folder 23  July 1957 – June 1958
Box 4, Folder 24  January 1956 – June 1957
Box 4, Folder 25  July 1953 – December 1955
Box 5, Folder 1  July 1952 – June 1953
Box 5, Folder 2  July 1951 – June 1952
Box 5, Folder 3  July 1948 – June 1951
Box 5, Folder 4  1942-1948
Box 5, Folder 5  1932-1933

Series 3 Community Service Projects, 1950-2001

Physical Description: 1.0 cubic feet

Scope and Contents
This series focuses upon the club's standing service and donation commitments that were administered by the service committee. These commitments include scholarships, camperships, hospital volunteering and On Lok Senior center donations. As-needed aid to various requesting institutions are also included.

Related Materials
See also Series 2. Correspondence for possible overlapping materials.

Arrangement
Arranged in reverse chronological order.
<table>
<thead>
<tr>
<th>Box 5, Folder 6</th>
<th>January 1999 - 2001</th>
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<tr>
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<td>Materials Transferred</td>
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<th>Box 5, Folder 7</th>
<th>1996 - November 1998</th>
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<tr>
<td>Box 5, Folder 8</td>
<td>1995</td>
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<td>Box 5, Folder 9</td>
<td>January 1993 - November 1994</td>
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<td>Box 5, Folder 10</td>
<td>August 1991 - December 1992</td>
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<td>Box 5, Folder 11</td>
<td>July 1990 - June 1991</td>
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<td>Box 5, Folder 12</td>
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| Box 5, Folder 13 | July 1989 - December 1989 |
| Box 5, Folder 14 | January 1989 - June 1989 |
|                | Materials Transferred |
|                | Photos removed to SF Historical Photo Collection. |

| Box 5, Folder 15 | June 1988 - December 1988 |
|                | Materials Transferred |
|                | Photos removed to SF Historical Photo Collection. |

| Box 5, Folder 16 | January 1988 - June 1988 |
| Box 5, Folder 17 | July 1987 - Dec 1987 |
| Box 5, Folder 18 | May 1986 - June 1987 |
| Box 5, Folder 19 | July 1984 - July 1986 |
|                | Materials Transferred |
|                | Photos removed to SF Historical Photo Collection. |

| Box 5, Folder 20 | July 1983 - June 1984 |
| Box 5, Folder 21 | January 1983 - June 1983 |
| Box 5, Folder 22 | July 1981 - December 1982 |
| Box 5, Folder 23 | July 1980 - June 1981 |
| Box 5, Folder 24 | June 1978 - June 1980 |
| Box 5, Folder 25 | June 1976 - August 1977 |
| Box 5, Folder 26 | April 1970 - June 1975 |
|                | Materials Transferred |
|                | Photos removed to SF Historical Photo Collection. |

| Box 6, Folder 1 | January 1962 - December 1969 |
| Box 6, Folder 2 | February 1950 - November 1961 |
|                | Materials Transferred |
|                | YMCA Committee photos removed to SF Historical Photo Collection. |
Series 4 **Fundraisers, 1952-2002**

**Physical Description:** 1.5 cubic feet

**Scope and Contents**

This series contains detailed files of the club's service projects undertaken by the service committee. These projects include fashion shows, variety and musical shows, rummage sales, "phantom tea parties," New Year's Eve benefit balls, and the Square and Circle cook book. Each project in this series may include financial reports, ledgers, correspondence, invitations, press, and planning documents. Of particular note are the photographs of the 1961 New Year's Eve Charity ball and the files of the early variety shows and plays such as the 1959 play "My Fair Co-ed" and the 1953 "Goo-Ma Steps Out," complete with scripts and playbills.

**Arrangement**

Arranged chronologically by project.

Box 6, Folder 3  
Show "Once Upon a Holiday," 1952

Box 6, Folder 4  
Show "Goo-Ma Steps Out," 1953?

Box 6, Folder 5  
Chinese New Year Festival, 1954

Box 6, Folder 6  
Show "Song of Dynasty," 1954

Box 6, Folder 7  
Rummage Sale, 1958

Box 6, Folder 8  
Show "My Fair Co-ed," 1959

Box 6, Folder 9  
Fashion Show "Imperial Palace," 1960

Box 6, Folder 10  
New Year's Eve Ball, 1960

**Materials Transferred**

Photos removed to SF Historical Photo Collection.

Box 6, Folder 11  
New Year's Eve Ball, 1961

**Materials Transferred**

Photos removed to SF Historical Photo Collection.

Box 6, Folder 12  
Fashion Show "Imperial Palace," 1962

Box 6, Folder 13  
Gourmet Dinner, 1964

Box 6, Folder 14  
Fashion Show "Discotheque! Gaite!," 1965

Box 6, Folder 15  
New Year's Eve Ball, 1966

Box 6, Folder 16  
Fashion Show "Meandering Modes," 1968

Box 6, Folder 17  
Arts and Fun Fair, 1968

Box 6, Folder 18  
Rummage Sale, 1970

Box 6, Folder 19  
Fashion Show "Ye Gladde Rags," 1971

Box 6, Folder 20  
Dinner/Dance "Hawaiian Holiday," 1972

Box 6, Folder 21  
Rummage Sale, 1973

Box 6, Folder 22  
Fashion Show "Noel d'Elegance," 1973

Box 6, Folder 23  
Rummage Sale, 1975

Box 6, Folder 24  
Anniversary Album, 1975

Drawer 17, Folder  
New Year's Eve Ball Poster, 1976

OV 1  
Cookbook: Correspondence, 1977-1981

Box 6, Folder 25  
Cookbook: Notes & Planning, 1977

Box 6, Folder 26  
Cookbook: Sales Records, 1977-1981

Box 6, Folder 27  

Box 6, Folder 28  
Rummage Sale, 1980

**Materials Transferred**

Photos removed to SF Historical Photo Collection.

Box 7, Folder 1  
Luau, 1980

Box 7, Folder 2  
Fashion Show: "Spring Perspectives," 1985

Box 7, Folder 3  
Bingo Night & Raffle, 1986?

Box 7, Folder 4  
T-shirt Project, 1989

Finding aid to the Square and Circle Club Records
Materials Transferred
Photos removed to SF Historical Photo Collection.

Box 7, Folder 6  Fashion Show: "The Emerging Woman," 1991
Box 7, Folder 7  Fashion Show: "Fashion Renaissance," 1993
Box 7, Folder 8  Phantom Tea Party, 1994
Box 7, Folder 9  Fashion Show: "Kimono Couture," 1996
Box 7, Folder 10  Phantom Tea Party, 1997
Box 7, Folder 11  Fashion Show: "Elements of Fashion," 2000
Box 7, Folder 12  Phantom Tea, 2001-2002

Physical Description: 0.5 cubic feet
Scope and Contents
This series contains files on social and celebratory events planned by the Program Committee for the members of the club. Includes planning notes, correspondence, financial reports and invitations for the various events. Of particular note are the files on the 75th Anniversary of the club, which includes invitations, press, notes, and extensive planning documents.
Arrangement
Arranged chronologically.

Box 7, Folder 13  30th Anniversary, 1954
Box 7, Folder 14  35th Anniversary, 1959
Materials Transferred
Photos removed to SF Historical Photo Collection.

Box 7, Folder 15  Annual Dinner Dance, 1969
Box 7, Folder 16  50th Anniversary, Chinese New Year, Commemorative Tea, 1974
Box 7, Folder 17  Dinners, Trips, Anniversary, 1978-1981
Box 7, Folder 18  Anniversary Dinners, Christmas Parties, 1984-1990
Box 7, Folder 19  Anniversaries, Birthdays, 1990-1996
Materials Transferred
Photos removed to SF Historical Photo Collection.

Box 7, Folder 20  75th Anniversary: Invitations, 1999
Box 7, Folder 21  75th Anniversary: Planning & Publicity, 1999
Box 7, Folder 22  Member Events, 2002-2003

Series 6  Financial Records, 1924-2003
Physical Description: 1.5 cubic feet
Scope and Contents
This series details the club's accounting and allocation of monies to events and organizations. Account books and ledgers from 1924-1952 have suffered some water damage and are partially illegible. Because treasurer's reports and budgets were included on club meeting agendas, some also may be found attached to minutes in Series 1. Some financial records, as they pertain to fundraisers or member events, may also be found in Series 4 and 5.
Arrangement
This series is further divided into six subseries: 6.1: Treasurer's Reports; 6.2: Budgets; 6.3: Donations; 6.4: Tax Records; 6.5 Account Books and Ledgers; and 6.6: Miscellaneous Financial Records.
Subseries 6.1 Treasurer's Reports, 1958-2003
Arrangement
Further subdivided into annual and monthly reports, then arranged chronologically.

Box 7, Folder 23 Annual Reports, 1958-2003
Box 7, Folder 24 Monthly Treasurer's Reports, 1960-1970
Box 7, Folder 25 Monthly Treasurer's Reports, 1971-1997

Subseries 6.2 Budgets, 1959-1997
Arrangement
Arranged chronologically.

Box 7, Folder 26 Budgets, 1959-1997 1959-1997

Subseries 6.3 Donations, 1974-2003
Arrangement
Records of donations made to the club, arranged chronologically.

Box 7, Folder 27 Donations Received, 1974-2003

Subseries 6.4 Tax records, 1967-2003
Arrangement
Arranged chronologically.

Box 7, Folder 28 Tax Records, 1967-2003

Subseries 6.5 Account Books and Ledgers, 1924-2003
Arrangement
Account books include a variety of financial records, including expenditures, receipts, sales, and other financial records. Ledgers contain entries of debit, credit, and other financial transactions. Some volumes are specific to the General Account, Service Account, or Clubroom Fund. Arranged chronologically.

Box 8, Folder 1 Ledger, 1924-1932
Box 8, Folder 2 Ledger, 1933-1938
Box 8, Folder 3 Account Book, 1939-1947
Box 8, Folder 4 Ledger, 1948-1952
Box 8, Folder 5 Account Book, 1948-1956
Box 8, Folder 6 Service Fund Ledger, 1953-1958
Box 8, Folder 7 Club Room Fund Ledger, 1958-1959
Box 8, Folder 8 Ledgers, 1958-1961
Box 8, Folder 9 Ledger, 1961-1967
Box 8, Folder 10 Ledger, 1967-1973
Box 8, Folder 11 Service Fund Ledger, 1973-1974
Box 8, Folder 12 General Fund Ledger, 1973-1975
Box 8, Folder 13 Miscellaneous Ledger Sheets, 1987-2003

Subseries 6.6 Miscellaneous financial records, 1981-1989
Arrangement
Arranged chronologically.

Box 8, Folder 14 Miscellaneous Financial Records, 1981-1989
Series 7 Publicity/Press, 1953-2004

Physical Description: 0.5 cubic feet

Scope and Contents
This series contains the club's newsletter, the Square Circular, and newspaper clippings about the club. Various documents created for publicity or for informational purposes, such as the club motto and pledge, are also included in this series along with the Square and Circle song, an instrumental piano song with accompanying typed lyrics.

Arrangement
Arranged by format. Newsletters and clippings arranged in reverse chronological order.

| Box 8, Folder 16 | Circulars, January 1991 - October 1994 |
| Box 8, Folder 17 | Circulars, Bulk, 1990 February 1989 - December 1990 (bulk 1990) |
| Box 8, Folder 18 | Circulars, July 1983 - December 1988 |
| Box 8, Folder 19 | Circulars, July 1981 - June 1982 |
| Box 8, Folder 20 | Circulars, June 1952 - March 1956 |
| Box 8, Folder 21 | Clippings, 1954-1960 |
| Box 8, Folder 22 | Pins, undated |
| Box 8, Folder 23 | Slogans/Memorabilia, undated |
| Box 8, Folder 24 | Song - instrumental with typed lyrics, undated |
| Moving Images 8, folder 25 | 80 Years of Community Service: The Emergence of Chinese Women narrated by Doreen Yang Past Present (DVD-R) 2004 |