Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995MSS 94-60

Finding Aid written by William Walker, Julia Bazar and Josue Hurtado
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Title: San Francisco AIDS Foundation (SFAF) records
Creator: San Francisco AIDS Foundation
Identifier/Call Number: MSS 94-60
Physical Description: 27 cartons, 1 box
Date (inclusive): 1982-1995
Abstract: This collection contains records from the San Francisco AIDS Foundation (SFAF), originally the Kaposi’s Sarcoma Research and Education Foundation (KSREF), from its founding in 1982 through 1995.
For current information on the location of these materials, please consult the library's online catalog: http://www.library.ucsf.edu/.
Language of Material: Collection materials are in English

Finding Aid Written By:
William Walker, Julia Bazar and Josue Hurtado
Date Completed:
May 2007

Access
Collection is open for research.

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Preferred Citation
[Identification of item], San Francisco AIDS Foundation (SFAF) Records, MSS 94-60, The UCSF Library and Center for Knowledge Management, Archives and Special Collections, University of California, San Francisco.

Alternate Forms Available
There are no alternate forms of this collection.

Related Collections
AR 92-20 Institute for Health Policy Studies - AIDS Resource Program Records
MSS 94-59 National Task Force on AIDS Prevention Records
MSS 95-02 GAPA Community HIV Project (GCHP) Papers
MSS 95-04 Women’s AIDS Network (WAN) Records
MSS 98-39 Marcus A. Conant Papers
MSS 98-48 Shanti Project Records
MSS 98-49 AIDS Community-Based Organization Records Collections
MSS 2000-31 AIDS History Project Ephemera Collection
MSS 2000-32 AIDS History Project Audio/Video Collection

Acquisition Information
The San Francisco AIDS Foundation Records were donated to UCSF in 1995 as a part of the AIDS History Project.

System of Arrangement
Portions of this collection are arranged to the folder level, while others are arranged to the container level.

Processing Information
Processed by Bill Walker, Julia Bazar and Josue Hurtado

Institutional History
The mission of the San Francisco AIDS Foundation (SFAF) is to hasten the end of the AIDS epidemic and its impact on society. It has served as a major resource center for educating the public in order to prevent the transmission of HIV,
helping all individuals make informed choices about AIDS-related concerns, and protecting the human rights of those affected by HIV. It has provided necessary client services for those in San Francisco affected by HIV, and assisted other organizations in achieving related goals.

The SFAF was organized in April of 1982 as the Kaposi's Sarcoma Research and Education Foundation (KSREF) by a group of community leaders and physicians. Initially it was a volunteer-operated, single telephone, information and referral hotline stationed in a tiny back room at 520 Castro. By the fall of 1982 it had moved into a small suite at 512 Castro and was becoming nationally recognized for its up-to-date information about AIDS. It obtained its first contracts for educational services with the San Francisco Department of Public Health (SFDPH) and the state of California in late 1982 and early 1983.

As its reputation grew, an attempt was made to expand into a national organization and the KSREF was reorganized as the AIDS/KS Foundation, Inc (AKF), with Phil Conway as National Director. Other chapters formed in Sacramento, Los Angeles, and San Francisco. Rick Crane, the first AKF Director (initially a volunteer position), continued as Director of the San Francisco chapter. When the national organization faltered, the three chapters split off. The San Francisco chapter, which had moved to 51 10th street in October of 1983, reorganized as the San Francisco AIDS Foundation (SFAF) early in 1984. Crane left that year and Jim Ferrels was hired. Ferrels left in 1985 and Tim Wolfred replaced him as Executive Director, following another move, to 333 Valencia.

Wolfred managed SFAF over the next five years as the agency and its programs grew rapidly. In 1987 the Valencia office was overflowing, and administrative offices were moved to 25 Van Ness. A funding crisis in 1989 instigated an extensive and demoralizing cutback in staff and programs. After guiding SFAF through this troubled period, Wolfred stepped down. Pat Christen, who began as an assistant in the education department and later moved up to Director of Public Policy, was chosen as Executive Director to replace Wolfred. In 1990 the rest of the SFAF offices were moved from Valencia to 25 Van Ness Street where the agency continued to occupy several suites. In 1993 executive offices, along with fiscal, personnel, policy, development, and campaigns, moved into additional space on Market Street, and then relocated in 1995 to 10 UN Plaza. By late 1995 the entire agency had moved to that address.

Client services have included health counseling, support groups, housing, client advocacy and referrals. Special focus services exist or have existed for women, people of color, and non-English speaking people. The first head of Client Services was Steve Pratt, who started in 1983 and left the following year. He was succeeded by Tristano Palermino for the years 1984-1986, followed by Hank Tavera from 1986 through 1989. Tavera was co-chair of the Third World AIDS Advisory Task Force during much of this same period. In 1990 Michael Lee replaced Tavera as Client Services Director. Catherine Maier was coordinator of Women's Services during the later 1980s and early 1990s.

The AIDS Food Bank, organized in 1983 as a separate project, was administered by Cary Norsworthy. In 1984 Norsworthy also organized a Thanksgiving Dinner for PWAs at the Valencia Rose, a gay-owned cabaret. This became an annual event, with SFAF producing it under Norsworthy's guidance for several years. The Food Bank (Client Services) continued to serve a needy population for several years. In the restructuring of 1989, SFAF administration decided to eliminate the Food Bank as an SFAF unit. In 1990 it began to operate as an interim joint venture of the AIDS Foundation and Project Open Hand. Since July of 1991 it has been administered by Project Open Hand, which retains records from 1983 on.

The Education department was initially headed by Mitch Bart, who moved into another position and was replaced by Lyn Paleo. Paleo headed the department for the next several years, with Chuck Frutchey as a long-time staff member. Early on, Paleo ran the Northern California Program (often referred to as NorCal), traveling throughout the region to give workshops and encourage the development of AIDS services at the local level. As more agencies opened, the need for the Northern California outreach diminished, and this project ended in 1987. Paleo left SFAF about 1988, and Frutchey was named Director of Education, a position he retained until his retirement in 1994. Among all his other duties, Frutchey was the unofficial historian of the Foundation. He repeatedly rescued and protected records from throughout SFAF, and it is because of Frutchey that many of the records in this collection survived.

Three main strategies have been used to promote education by SFAF. The AIDS Hotline was a de facto operation from the day the telephone was connected in the Castro office in 1983. Over time its services have been used by hundreds of thousands of callers, a remarkable feat for a completely volunteer-staffed service. Various proposals have been made over time to organize non-English language hotline services. Of these, only a Filipino Hotline was ever developed.

Another strategy employed by the Education Department was community outreach through forums, workshops, and other events. The final strategy employed individual educational campaigns which either highlighted a particular message, or targeted a specific group, or both. One of the tactics for developing campaigns, especially those targeting specific groups, was the use of focus groups composed of members of the targeted groups. The focus groups serve as temporary advisory bodies which review proposed campaign images and text. Products have included posters, pamphlets, videotapes, a coloring book, and other materials. Though these materials were originally distributed and/or sold directly by SFAF, in the
early 1990s a switch was made, giving exclusive distribution rights to a group called Impact AIDS. The Education Department has also sponsored two newsletters, BETA (a technical journal focusing on AIDS treatments), and Positive News (a general educational newsletter).

The Media Services office has operated since the early days as well. A Public Policy office was added during the mid-1980s. Media Services eventually was subsumed under Public Policy. This office is the advocacy arm of SFAF, which performs research and development for the local, state, and federal government and private sectors, lobbies legislative bodies, holds occasional forums, issues press releases, and responds to media requests.

**Scope and Content of Collection**

This collection contains materials representing the work and history of the San Francisco AIDS Foundation (SFAF) from its founding in 1982, as the Karpisi Sarcoma Research and Education Foundation, through 1995. Materials in the collection document most of the Foundation's major departments and activities, and include board of directors' minutes, budgets, contracts, focus groups, events, correspondence, grant proposals, reports, flyers, clippings, and photographs. This collection also includes a small amount of ephemera, including a Rubber Men cape.

Series 1 consists of administrative records, including a complete set of the SFAF Board of Directors' minutes (May of 1983 - December of 1994). No earlier minutes are known to exist. This series also includes records of the executive directors, including general administrative files (phone logs, resumes of the initial staff, office plans, staff meeting minutes, management meeting minutes and minutes of the Scientific Advisory Committee) and an integrated set of subject files from 1987-1992.

Series 2 consists of materials from the Personnel, Volunteer Services, Media Services, Development, Public Policy, Planning, Financial Services, and Contracts departments or offices. Included within this series are press releases from 1983-1992, records of several staff-initiated support groups, staff-related social events, notices of deaths and memorial services, and staff-created flyers.

Although this collection does not hold any client files, the administration of Client Services is well documented, particularly during the Palermino and Tavera administrations. Within Tavera's records, and also among Pat Christen's subject files, there are a number of incident reports pertaining to the behavior of individual clients; these have been purged of names, addresses, and other identifying notations while preserving the nature and response to the particular incidents. Since very few of Michael Lee's files survived his 1994 departure, almost nothing from Client Services in the 1990s is documented.

Project Open Hand, which took over the Food Bank in 1991, retains records from 1983 on.

The Education department is the best documented arm of the San Francisco AIDS Foundation. This is undoubtedly due to Chuck Frutchey's vigilance. The administrative records of the Education Department include a notable amount of correspondence, memos, and meeting minutes of this department. Another very important component involves bi-weekly and monthly listings of AIDS-related events, spanning most of the years from 1983 though 1988. Other subseries include Campaign Administration, Campaign Focus Groups, Individual Campaigns, Educational Events, and records of the AIDS Hotline.

The four final series include Photographs, Newsletters, Monographs, and a very small Ephemera series. Photographs have been identified on the back when possible. A number of slides, mostly related to the Rubber Men campaign, are also included. The ephemera series also consists of Rubber Men materials (a mask and cape).

Newsletters are arranged by department or function. Titles include Onward, Macropages, Volunteers/Voluntarios/ Voluntaryo Mga, Hot Lines, HOTHline FLASHES, HotLine Notes, Positive News, Behind the Scenes and, HIV Policy Watch. The Monographs series, is composed of reports, guides, surveys, lists, and papers produced by SFAF departments and staff. The Ephemera series contains two items related to the Rubber Men campaign. All other ephemera items have been moved to the AIDS History Project Ephemera Collection (MSS 2000-31).

This collection has been processed in several stages. Therefore, all series and subseries are not processed at exactly the same level. For the sections that were not processed to the full folder level, the number of folders is listed for general categories/subseries but exact order of the folders have not been confirmed. The Collection is divided into 8 Series with a number of subseries. They are:

1. Series 1: Administration
2. Series 2: Departments and Offices
3. Series 3: Programs and Client Services Department
4. Series 4: Education Department
5. Series 5: Photographs
6. Series 6: Newsletters
7. Series 7: Monographs
8. Series 8: Ephemera
8. Series 8: Ephemera

Subjects and Indexing Terms
AIDS (Disease)--Social Aspects--United States
AIDS (Disease)--California--San Francisco
AIDS (Disease)--Government Policy--United States
AIDS (Disease) in women--United States
AIDS (Disease)--Patients--Services for
AIDS (Disease)--Political aspects
AIDS (Disease)--Prevention
AIDS activists--United States
Community Foundations
Minorities--Health and hygiene--United States
San Francisco AIDS Foundation

Administration Series 1 1982-1994

Physical Description: 7 Cartons 210 Folders : Cartons 1-7 Folders 1/1-7/30

Scope and Contents
This series contains records from the San Francisco AIDS Foundation (SFAF), starting in 1983 when the organization was still known as the AIDS and Kaposi's sarcoma (KSREF) Research and Education Foundation Board. Minutes from Board of Director's meetings make up the bulk of the series. Also included are materials created or collected by the organization's executive directors. These include correspondence, a series of weekly reports to the Board from Pat Christen's first two years as Executive Director, Christen's phone logs from 1989-1993, resumes of the initial staff in 1983, and descriptions and plans of the 10th St, Valencia St, and Van Ness offices. Also present are staff meeting minutes for 1983-1985, management meeting minutes from 1986-1992, and minutes of the Scientific Advisory Committee from 1985-1989. The last half of the Director's records are an integrated set of subject files from 1987-1992, on a wide range of AIDS related topics.

This series contains 3 subseries: A. Board of Directors; B. Executive Director: General Administration; C. Executive Director: Subject Files

Board of Directors Subseries 1.1 1982-1994

Physical Description: 48 Folders : Carton 1 Folders 1/1-1/17, Carton 2 Folders 2/1-2/31

Scope and Contents
This subseries contains materials created or collected by the Board of Directors. Minutes from the Board of Director's meetings make up the bulk of the subseries and are arranged chronologically. This is a complete set, from May of 1983 through December of 1994. No earlier minutes are known to exist. This set was copied from the record set held in the Foundation's Administrative Offices. Other Board documents follow, including some early correspondence, most of the monthly reports to the Board from September of 1982 through April of 1984, scattered records of the National AIDS Kaposi's Sarcoma Foundation, Bylaws, Histories, Mission, and Non-Profit papers. Other materials include Board rosters, a small amount of correspondence, reports, bylaws provisions, and administrative and historical materials. Two folders contain information on two different scientific studies.

carton 1, folder 1

AIDS and KS Research and Education Foundation Board May-December 1983

Scope and Contents
Minutes
carton 1, folder 2-17  SFAF Board of Directors Meeting Minutes 1984-1990

carton 2, folder 8  Board Rosters 1983-1991

carton 2, folder 9  Correspondence to and from Board 1983-1985; 1988-1989

carton 2, folder 10  Monthly Reports to Board September-December 1982

carton 2, folder 11  Monthly Reports to Board 1983

carton 2, folder 12  Monthly Reports to Board March, April 1984

carton 2, folder 13  Program and Services Subcommittee October 1983-February 1984

carton 2, folder 14  Board; Personnel Issues 1983-1985

carton 2, folder 15  Moss/Gorman Epidemiological Study 1982

carton 2, folder 16  Rubinstein Study on Heat Treatment August 1983


carton 2, folder 18  History, Mission, and Non-Profit (501c-3) Status

carton 2, folder 19  AIDS/KS Research & Education Foundation (AKF) Descriptions from Various Sources September 1983

carton 2, folder 20  Administrative Services Manual 1983

carton 2, folder 21  National AIDS/KS Foundation 1983-1984

carton 2, folder 22  Sentinel Charges Financial Impropriety with Proceeds from 6/23/83 Benefit "Debbie Reynolds & Friends" 1983

carton 2, folder 23  Ad hoc Committee to Respond to Sentinel Charges October-December 1983


carton 2, folder 26  Accountant's Compilation Report for Period of 7/1/83-9/30/83 1983

carton 2, folder 27  Information for Affiliation with AIDS/KS Foundation circa 1983

carton 2, folder 28  Board of Director's Strategic Plan, no date post 1983

carton 2, folder 29  AIDS Permanent Consultant Team - Meeting Notes September 1984

carton 2, folder 30  Alumni Board (former members of SFAF Board of Directors) October 1991-February 1992

carton 2, folder 31  Board Update July, September 1993

Executive Director: General Administration Subseries 1.2 1982-1993

Scope and Contents
This subseries contains materials from the offices of executive directors from Pat Christen (1982-1983), to Tim Wolferd (1985- ). These include correspondence, a series of weekly reports to the Board from Pat Christen's first two years as Executive Director, phone logs from 1989-1993, resumes of the initial staff in 1983, and descriptions and plans (large blueprints/floor plans) of the 10th St, Valencia St, and Van Ness offices. Also present are staff meeting minutes for 1983-1985, management meeting minutes from 1986-1992, and minutes of the Scientific Advisory Committee from 1985-1989.

carton 2, folder 32  Letters & Announcements 1982-1992

carton 2, folder 33-34  Internal Memos 1982-1992

carton 2, folder 35  Anti-gay Letters to SF Supervisors by People Opposing AIDS Funding May 1983

carton 2, folder 36  Hate Mail Received 1985-1991

carton 2, folder 37-38  Cures, Treatments, and Crackpots [Mail Received] 1982-1991

carton 2, folder 39-40  "Assorted Bizarrities" [Mail Received] 1985-1991

carton 2, folder 41  Letter from "Kosmic Ladye" (Janus Kramer) 1989

carton 3, folder 1-8  Executive Director's Weekly Reports to Board of Directors July 1989-May 1991

carton 3, folder 9-24  Executive Director's Telephone Logs January 1989-June 1993
Executive Director’s Telephone Logs July-December 1993

AIDS Awareness Week April 1983
High Risk Education Campaign 1983-1984
Federal Legislative Efforts Related to AIDS April 1982-July 1983
Federal Funding for AIDS 1983
Index to Office File System [1983]
Cash Flow July-August 1983
Program Objectives, 83/84 & 84/85 1983-1984
Resumes of Staff, Fall 1983
Office Space: 54 10th Street 1983
Office Space: 25 Van Ness 1993
SFAF Information Sheet and Publications List 1984
Organizational Charts 1984-1993
Hand Drawn Organizational Chart of AIDS Services in SF - Anon circa 1984
SFAF Library Development 1984-1986
Human Rights Commission; Sexual Orientation Discrimination 1984-1985
Guide to Insurance, by Brent O. Nance; National Business Insurance Agency March 1984
Staff Meeting Minutes September 1983-March 1985
Mid-Management Team Minutes 1986-1989
Joint Management Minutes 1987-1992
Scientific Advisory Committee 1985-1989
AIDS Coordinating Committee 1985

Executive Director: Subject Files Subseries 1.3 1985-1993

Physical Description: 102 Folders : Cartons 4-7 Folders 4/27-7/30
Scope and Contents
This subseries contains an integrated set of subject files spanning 1985-1993. Topics range widely, including ACT UP, AIDS Walk, Boy Scouts, Center for Positive Care, change in definition of AIDS, Client Services, Department of Public Health, Eastern Europe, gay youth, immigration, legislation, Magic Johnson, various needle issues, relapse, Stanford University Class “Conquering AIDS” - by Pat Christen, tenth anniversary, treatments, vaccines, and many others.

ACT UP 1992
AIDS Action Council 1991
AIDS in the Workplace: Correspondence with AIDS Business Coalition 1987-1991
AIDS in the Workplace Program "The Next Step: HIV in the '90s" 1989-1990
AIDS Service Providers Association March 1989-December 1992
AIDS Walk 1987
AIDS Walk 1988
AIDS Walk 1989
AIDS Walk 1990
BETA 1990-1991
Board of Directors 1991
Boy Scouts 1992
Breakfast Club December 1990-October 1991
Budget, San Francisco 1989-1992
Budget, California 1987-1991
Center for Positive Care
Change in Definition of AIDS (folder 1 of 2) 1991-1992
Change in Definition of AIDS (folder 2 of 2) 1987-1993
carton 5, folder 2  Chronic Fatigue Immune Dysfunction Syndrome (CFIDS) Foundation 1989-1992
carton 5, folder 3  Client Services 1989-1991
carton 5, folder 4  Client Services, Client Incidents 1989
carton 5, folder 5  Client Services, DPH Monitoring 1991
carton 5, folder 6  Client Services, Housing 1991-1993

carton 5, folder 7-8  Correspondence 1990-1991

carton 5, folder 9  Counterparts 1989-1990

carton 5, folder 10-11  Department of Public Health 1989-1991


carton 5, folder 13  Development Director Search 1991-1992

carton 5, folder 14  Early Intervention 1991-1992

carton 5, folder 15  Eastern Europe 1992

carton 5, folder 16-17  Education 1991

carton 5, folder 18  Food Bank 1991

carton 5, folder 19  Franks, Pat 1987-1990

carton 5, folder 20  Gay Youth 1990-1991

carton 6, folder 1-2  Grief Group 1991-1993

carton 6, folder 3  Hauser, Rich 1992

carton 6, folder 4  HIV Positive 1989-1991

carton 6, folder 5  Immigration: Delegate to AIDS Conference Jailed by US Customs 1989

carton 6, folder 6  Immigration: Bill Clinton and Guantanamo Refugees 1993

carton 6, folder 7  Infection Control 1989-1991

carton 6, folder 8  Insurance 1985-1991

carton 6, folder 9  Insurance Radio Spots undated

carton 6, folder 10  Insurance Statement 1988

carton 6, folder 11  Invasive Procedures 1991

carton 6, folder 12  Leadership Recognition Dinner 1990

carton 6, folder 13  Leadership Recognition Dinner 1991

carton 6, folder 14  Leadership Recognition Dinner 1992

carton 6, folder 15  Legislation, Burton 1989-1992

carton 6, folder 16  Legislation, Doolittle 1987-1989

carton 6, folder 17  Legislation, Kennedy 1990-1992

carton 6, folder 18  Legislation, Marks 1988-1990

carton 6, folder 19  Legislation, Roberti 1987-1989

carton 6, folder 20  Legislation, Speier 1988-1990

carton 6, folder 21  Legislation, Vasconcellos 1987-1989

carton 6, folder 22  Legislation, Waxman circa 1993

carton 6, folder 23  Legislation, Weiss 1987-1989

carton 6, folder 24  Legislators, Miscellaneous California 1987-1989

carton 6, folder 25  Legislators, Miscellaneous Federal 1987-1989

carton 6, folder 26  Magic Johnson 1991

carton 6, folder 27  Mayor's Task Force circa 1990

carton 6, folder 28  Medicaid 1987, 1990

carton 6, folder 29  Memorial Grove 1990

carton 6, folder 30  Mobilization Against AIDS 1987-1992

carton 6, folder 31  National Commission on AIDS 1990-1993


Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995MSS 94-60
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MSS 94-60

9

Northern California Grantmakers 1990-1993
Prevention Case Management 1992
Quotable Quotes 1992
Relapse 1985-1992

Roper Poll 1991
Shop for Life 1991-1992
Stanford University Class "Conquering AIDS" - by Pat Christen 1988
Subscriptions 1988-1990
Talking with Youth [Event] 1988
Tenth Anniversary SFAF 1992
Testimony 1987-1992

Thanksgiving Dinner 1989
Thanksgiving Dinner, Donations 1989
Tides Foundation 1992
Treatments - AZT 1987-1989
Treatments - Lyphomed 1988-1989
Uniform Reporting System (URS) 1992
Vaccines 1991-1992
Viacom 1987-1988
Ways of Controlling Health Care Costs - Seattle Meeting 1991

Departments and Offices Series 2 1981-1995

Personnel Department Subseries 2.1 1983-1992

Personnel Committee 1985-1988
Memos 1984-1992
Policies & Procedures 1984-1988
Staff Duties as Perceived by Each Individual 1984
Job Descriptions 1983-1987
Monitoring Task Force - Performance Evaluation 1986
Personnel Issues 1986-1988

Physical Description: 8 Cartons 365 Folders : Cartons 8-16 Folders 8/1-16/15
Scope and Contents
This series includes materials from a wide range of departments and offices within the San Francisco AIDS Foundation, as well as "Operations," which is a collection of staff-initiated programs, and finance/budget, grants and contract materials. Included are personnel materials including job descriptions, correspondence, internal memos, statistics, manuals, press releases, meeting minutes, planning and events documents, articles, reports, and more.

This series is divided into 9 subseries: A. Personnel Department; B. Volunteer Services Department; C. Media Services Department; D. "Operations"; E. Development Office; F. Public Policy Office; G. Planning Department; H. Financial Services Department; I. Grants/Contracts Office.

Physical Description: 7 Folders : Carton 8 Folders 8/1-8/7
Scope and Contents
This subseries contains materials from SFAF's Personnel department including job descriptions, policies and procedures, committee documents, and information on dealing with personnel issues. The one actual personnel file has been restricted.

Physical Description: 7 Folders : Carton 8 Folders 8/1-8/7
Scope and Contents
This subseries contains materials from SFAF's Personnel department including job descriptions, policies and procedures, committee documents, and information on dealing with personnel issues. The one actual personnel file has been restricted.
Volunteer Services Department Subseries 2.2 1983-1995

Physical Description: 21 Folders : Carton 8 Folders 8/8-8/27

Scope and Contents

This subseries contains materials related to the recruitment, training and retention of volunteers. Materials in the subseries include correspondence, memos, job descriptions, reports, surveys, staff manual, and proposals.

carton 8, folder 8 Volunteers 1983
carton 8, folder 9 Correspondence with Lyn Paleo, Volunteer Coordinator 1984
carton 8, folder 10 Information Requests from Other Agencies 1988-1992
carton 8, folder 11 Orientation Development 1987, undated
carton 8, folder 13 Letters from Director of Volunteer Services 1989-1992
carton 8, folder 14 Memos to Staff from Volunteer Services Director 1985-1989
carton 8, folder 15 Memos to Volunteers 1985-1992
carton 8, folder 16 Minority Outreach 1987-1989, undated
carton 8, folder 18 Statistics from Client Services 1989
carton 8, folder 19 Sample Volunteer Job Descriptions undated
carton 8, folder 20 Application Samples 1985-1990
carton 8, folder 21 Hotline Volunteers 1985-1994
carton 8, folder 22 Proposal to Improve AIDS Volunteerism (Draft) 1990
carton 8, folder 23 Volunteer Response Survey 1992
carton 8, folder 24 Volunteer Information Packet, 1993
carton 8, folder 25 Staff Manual: Working with Volunteers 1994
carton 8, folder 26 Volunteers Services: Goals and Objectives 1994-1995
carton 8, folder 27 Volunteer Appreciation Events 1985-1993

Media Services Department Subseries 2.3 1981-1992

Physical Description: 15 Folders : Carton 8 Folders 8/28-8/42

Scope and Contents

This subseries contains press releases, public service announcements, press conferences, graphs, memos, and more. Materials deal with both radio, print, and other coverage of AIDS and SFAF.

carton 8,
carton 8, folder 32 KGO Radio 1986
carton 8, folder 33 AIDS Service Groups and Community Efforts in San Francisco 1984
carton 8, folder 34 Press Conference on Condoms and AIDS Study 1985
carton 8, folder 35 Press Conference Responding to GOP Charge of "Obscene" AIDS Literature September 1987
carton 8, folder 37 Media Relations Budget 1987-1988
carton 8, folder 38 US Marines vs. SFAF 1990

carton 8, folder 39 Select Press Coverage on SFAF 1990-1991
carton 8, folder 40 Memos to Staff from Media Services 1985-1991

carton 8, folder 41 AIDS Media Briefing January 1988-March 1990

carton 8, folder 42 Public Service Announcements 1984-1985

Operations Department Subseries 2.4 1984-1992

Physical Description: 11 Folders : Carton 8 Folders 8/43-8/53

Scope and Contents

This subseries contains materials from staff initiated support groups, staff-related social events, notices of death and memorial services, and staff-created flyers.
Departments and Offices Series 21981-1995
Operations Department Subseries 2.4 1984-1992

Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995 MSS 94-60

Administrative Assistant Caucus 1992
HIV Working Group 1992
Gay Men’s Caucus, Minutes and Other Documents 1987-1988
People of Color Caucus 1986-1989
Women’s Caucus, Minutes and Other Documents 1987
Support Staff Caucus 1987-1988
Awards Given to SFAF 1985
Reception for James Ferels, New SFAF Director June 1984
Staff/Volunteer Parties, Flyers 1989-1992, undated
Death Notices and Memorial Announcements 1990-1992
Lobbying and Protests, Flyers undated

Development Office Subseries 2.5 1982-1992

Physical Description: 58 Folders : Carton 8 Folders 8/54-8/65; Carton 9 Folders 9/1-9/46

Scope and Contents
This subseries contains records of the Development office which document a variety of funding sources and fund-raising events, starting in 1983. These reveal a great deal about the changing climate of AIDS-related fund-raising, including an ongoing shift towards a more sophisticated approach. Information can be found on repeated events such as SFAF Thanksgiving Dinners (1986-1988), the AIDS Walk (1987-1992), Holiday Fund drives, the Obelisk gift shop, as well as one time events including T-shirts, photography shows, opera events, bowling events, runs, Lily Tomlin event, film previews, and much more. Reports, memos, and lists of funders can also be found in this subseries.

Early Fundraising Papers 1982-1985

Thanksgiving Dinner

1986
1987
1988

Annual Fundraising Events

Physical Description: Carton 8 Folder 58 - Carton 9 Folder 7

1987 AIDS Walk

Benefiting Agencies, Contracts & Correspondence
Production Contract, Budget, and Expenses
Corporate Sponsors
Promotion and Media Coverage
Logistics, Day of Event
Post-Event and Evaluation

1988 AIDS Walk

Benefiting Agencies, Contracts & Correspondence
Meeting Minutes and Correspondence

1989 AIDS Walk

Benefiting Agencies, Contracts & Correspondence
Meeting Minutes and Correspondence from SFAF
AIDS Walk: Planning, Correspondence, Reports, etc.

1988-1990
1991-1992
Holiday Fund Drive 1986
Departments and Offices Series 2
Development Office Subseries 2.5

Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995
MSS 94-60

Physical Description: 71 Folders : Cartons 9-11; Folders 9/47 - 11/13
Scope and Contents
This subseries contains records from the Public Policy Office. The subseries starts with a disbound binder on Health Care Workers, and includes minutes, correspondence, reports from eight meetings of the Bay Area HIV Prevention Working Group (1992-1993), and from 18 Public Policy Roundtables (1991-1993). Also included are Action Alerts, discussion of the AIDS definition change, antibody testing, youth, health care workers, immigration, IV drug use, media, needle exchange, partner notification, prevention, prisons and other policy issues.

"Health Care Workers" Binder - Photocopies of Articles & Faxes 1991
<table>
<thead>
<tr>
<th>Carton and Folder</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>carton 10, folder 2</td>
<td>Policy/Media Correspondence - Sent &amp; Received 1991-1992 Bay Area HIV Prevention Working Group (PWG)</td>
</tr>
<tr>
<td>carton 10, folder 3</td>
<td>PWG #1 September 18, 1992</td>
</tr>
<tr>
<td>carton 10, folder 4</td>
<td>PWG #2 October 23, 1992</td>
</tr>
<tr>
<td>carton 10, folder 5</td>
<td>PWG #3 December 14, 1992</td>
</tr>
<tr>
<td>carton 10, folder 6</td>
<td>PWG #4 January 11, 1993</td>
</tr>
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<td>PWG #7 April 5, 1993</td>
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<td>PWG &quot;Current&quot; April 1993</td>
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<td>carton 10, folder 11-27</td>
<td>Public Policy Roundtables</td>
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<td>#1 September 24, 1991</td>
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<td>#2 October 22, 1991</td>
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<td>#3 November 26, 1991</td>
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<td>#4 January 28, 1992</td>
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<td>#7 April 28, 1992</td>
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<td>carton 10, folder 18</td>
<td>#8 May 26, 1992</td>
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<td>carton 10, folder 19</td>
<td>Scope and Contents</td>
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<td>Action Alerts 1989-1993</td>
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carton 10, folder 32-33
AIDS Definition Change

1990-1991

carton 10, folder 32
1992-1993, undated

carton 10, folder 34
AIDS History 1991

carton 10, folder 35
AIDS Info (Glossary of Terms) undated

carton 10, folder 36-37
Antibody Testing Policy

1985-1988

carton 10, folder 36
1990-1991

carton 10, folder 37
Bay Area HIV Advocacy Network (BAHAN) 1992-1993

carton 10, folder 38
Discrimination 1989-1992

carton 10, folder 39
Domestic Partners 1989-1990

carton 10, folder 40
"Exposure Prone" Definition Meeting - Atlanta August 1991

carton 10, folder 41
Gay Youth 1991, 1994

carton 10, folder 42
HCR - Internal Reports 1993-1994

carton 10, folder 43
HIV & Health Care Workers 1990-1993

carton 10, folder 44
HIV Testing 1986, undated

carton 10, folder 45
INS Survey 1990

carton 10, folder 46
Intravenous Drug Users (IVDU) Policy Statement circa 1986

carton 10, folder 47
Kalakolition 1993

carton 10, folder 48

carton 10, folder 49
Media Plan 1992-1993

carton 10, folder 50
Needle Exchange

Resolution 1989

carton 10, folder 51
Media 1989-1990

carton 10, folder 52
Prevention Point 1989-1991

carton 10, folder 53
Legislation / Policy - San Francisco 1991-1992

carton 10, folder 54
Media and Legislation 1993-1994

carton 10, folder 55
Partner Notification 1988-1992

carton 11, folder 1
Departments and Offices Series 21981-1995
Public Policy Office Subseries 2.61986-1994

Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995 MSS 94-60

State of AIDS 1991-1993
Supreme Court Case on Genetic Engineering 1991
Administrative

Memos and Correspondence 1988-1993
Grant Application 1992
Staff Retreat

Drafts, Correspondence (November and December) 1992
Official - from Binder (November 19-20) 1992
Staff Meeting August 4, 1993

Planning Department Subseries 2.7 1985-1995

Physical Description: 28 Folders : Carton 11 Folders 11/14-11/32; Carton 12 Folders 12/1-12/9

Scope and Contents
This sub-subseries contains documents concerning both long and short-term planning issues. These consist primarily of internal concerns focusing on staff (job skills, communication) and organizational matters (structure, goals, budget). Materials include minutes, memos, and reports.

Staff Feedback on SFAF Organizational Problems October 1985
Idea for New Program Activities December 1985

Change Team

Diagnostic 1985-1988
Solution Task Force May-November 1986
Job Skills Solution Team 1986
Change Project Binder (2 folders) 1986

Northern California (NorCal) Services FY 86-87 Program Plan September 23, 1986
Goals for FY 87-88 1986-1988
Consulting Services -Minutes, Memos, Reports 1987-1988
Strategic Planning 1987-1988
Grants/Funding/Accounting 1987-1988
Goals Team FY 88-89 (2 folders) 1987-1988
Budget Planning FY 88-89 1988, undated
Identity Analysis: Worksession - Jane Tierney Design March 24, 1989
Draft of Planning for HIV+ Persons - Ginsberg April 17, 1989
San Francisco Model - Service Gaps 1989
Goals FY 89-90 - Draft 1989
Long-Range Planning

Minutes and Memos

Accounting Codes 1986
Purchase Order System 1986
Fund 01 & 50 - Expense Logs 1986-1987
Needle Users Campaign 1986
Public Education Account 03A 1985
Payment Requests 1986
Materials Distribution Bills, FY 86-87 1986
Expenses by Program, FY 86-87 1986-1987
Expenses by Cost Center/Fund, FY 86-87 1987
Expense Report April 1986
Year to Date Expenses (Revised) June 1986
Budget Monitoring / Variance Reports
July and August 1986 November 1986
September 1986 December 1986
October 1986 December 1986
December 1986 and January 1987 February-March 1987
February-April 1987 April-June 1987
Budget Comparison - FY 85-86/FY 86-87/FY 87-88 February 1987
Revised Budget FY 86-87 1986
Budget FY 87-88 1986-1987
Budgets FY 87-88 [March] 1987
Budget Justification - 1st Draft [March] 1987
Revised Budget [April] 1987
Revised Budget [May] 1987
Revenue and Expense Budget FY 89-90 June 1989

Grants/Contracts Office Subseries 2.9 1982-1994
Physical Description: 128 Folders : Cartons 13-16 Folders 13/1-16/15
Scope and Contents
This subseries contains contracts relating to a variety of grant projects. Besides contracts this subseries also includes proposals, quarterly, and final reports.

Foundation Grant Application: Golden Gate Business Association November 1982
Foundation Grant Application: Skaggs Foundation March 1983
Community Development Block Grant: CUAV Jobs Proposal June 1983
Proposal to State for AIDS Funding September 1983
Block Grants as Source of AIDS Funding December 1983
San Francisco AD Club 2 Proposal February 1984
State Contract: 83-81924 - VD Control Program March 1984
Procedures Outlined by Jeff Amory, AIDS Activities Office April 1984
United Way Disbursal - 1983 Donor Option Plan May 1984
Research and Decisions Corporation Report: San Francisco Prevention Campaign 1984
State Contract: 84-84260, A-1 - Funding Sources Summary 1984
City and County Contract: Comprehensive Support Services System 1984-1985
AIDS-Related Services Provided by SFDPH, FY 84/85 1985
| carton 13, folder 15 | Social Services Department - Statistical Reports 1985 |
| carton 13, folder 16 | State Proposal - FY 85/86 - CAIN Project 1985 |
| carton 13, folder 17 | Draft-Revised State Proposal and CAIN 2nd Quarter Report 1985 |
| carton 13, folder 18 | Northern California Services Proposal - FY 85/86 1985 |
| carton 13, folder 19 | Department of Public Health - AIDS Education Outreach Services 1985 |
| carton 13, folder 20 | Contract Monitoring City - FY 85-86 1985-1986 |
| carton 13, folder 21-23 | State Contract: 85-86712 |
| carton 13, folder 21 | Budget Update and Final Report (1st half) 1986 |
| carton 13, folder 22 | Final Report (2nd half) and Final Report Analysis 1986 |
| carton 13, folder 23 | Audit of Final Expenditures 1986-1987 |
| carton 13, folder 24 | City/State Reports FY 85-86 1986 |
| carton 13, folder 25 | Department of Public Health - Social Services FY 85-86 1986 |
| carton 3, folder 26 | Renewal Request for California Department of Health Services 1986 |
| carton 3, folder 27 | Contracts and Letters of Agreement 1986 |
| carton 13, folder 28-29 | Research and Decisions Corp |
| carton 13, folder 28 | Heterosexual Study 1986 |
| carton 13, folder 29 | AIDS Ads Assessment (Gay/Bi Males) 1986 |
| carton 13, folder 30 | Request For Proposal - SFAF Information System 1986 |
| carton 13, folder 31 | City/State Contract FY 86-87 1986 |
| carton 13, folder 32 | State Contract: 86-89142 1986 |
| carton 13, folder 33 | NorCal Services Proposal: FY 86-87 1986 |
| carton 13, folder 34 | Funding Renewal AIDS Education - FY 86-87 1986 |
| carton 13, folder 35 | City Contract: FP 253 - FY 86-87 - Reports 1986 |
| carton 13, folder 36 | Expansion of Education and Social Services 1986 |
| carton 13, folder 37 | State Proposal - FY 86-87 1986 |
| carton 13, folder 38 | State Contract 1986 |
| carton 13, folder 39 | Contract Documentation - FY 86-87 1986, undated |
| carton 13, folder 40 | City/State AIDS Contract Reporting Requirements - FY 86-87 1986 |
| carton 13, folder 41 | CNA Contract/Budget - FY 86-87 1987 |
| carton 13, folder 42 | Kapuna West Inner-City Child/Family AIDS Network (KWIC/FAN) 1987 |
Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995

MSS 94-60


City /State Grant Reports - FY 86-87

Physical Description: Carton 13 Folder 44 - Carton 14 Folder 12

1st Quarter Report 1986

2nd Quarter Report 1986-1987

3rd Quarter Report 1987

4th Quarter Report 1987

4th Quarter/Year End Report Documentation

Materials Distribution 1987

Hotline 1987

Direct Education 1987

Technical Memos 1987

Program Assistance Evaluations 1987

Program Assistance Hours 1987

Media Survey 1987

Contracts with Outside Services - Non-Governmental - FY 86-87 1986

State Grant "Plan of Work" for - FY 87-88 1987-1988

State Grant - Budget Proposal Drafts - FY 87-88 1987

City / State Grant - FY 87-88

1st Quarter Report & Review 1987

2nd Quarter Report 1987-1988

Department of Health Services (California) Quarterly Reports 1986-1988

Request for Proposal (RFP) for FY 87-88 AIDS Education Campaign 1987

AIDS Outreach Education Services - FY 87-88 1987

Education and Staff Development Expenses 1987

Antibody Testing Programs - FY 87-88 Revised Objectives 1987

Request for Proposal - AIDS Training for Trainers - California Youth Authority (CYA) 1987

Northern California Services Proposal - FY 87-88 1987


State Office of AIDS - Correspondence 1988

Communication Technologies

Heterosexual Sexual Study 1988
carton 14, folder 28
3rd Gay Male Study 1988

Yes/Bleachman - Letter of Agreement 1988


Research Triangle Institute (RTI)

Communications 1988

Contract 1988

ETR AIDS Clearinghouse Surveys 1988

SF Department of Public Health - Reviews 1988

State Budgets / Grants 1988-1989

Robert Wood Johnson Foundation 1988

NorCal Default 1987-1988

RTI / National Household Sereoprevelence Study (NHSS) - Hotline 1988-1989

California State Department of Health Services - FY 88-89

Request for Proposal 1987

State Contract 1989

State Monitoring Report undated

Quarterly Reports 1988-1989

San Francisco Department of Public Health - FY 88-8

Correspondence 1988-1989

Scope of Work - City/State 1988-1989

Monitoring Protocol 1989

Monitoring and Report 1989

Monitoring Team Review 1989

Annual Services Report 1990

Center for Disease Control (CDC) Antibody Testing - FY 88-89

Proposal 1988-1989

Contract / Reports

AIDS Outreach Education Services

Proposal - FY 88-89 1988

Monitoring Team Review - FY 88-89 undated

SFAF Hosts Meeting on Unmet Needs of HIV Positive Individuals 1989

1989 Gay/Bisexual Survey

Proposal 1988-1989
Progress Reports 1989-1990

IBM Proposal 1989

SF Police Training Proposal 1989

AMFAR - Outreach to Women of Color Proposal 1989

SF Department of Public Health Grant - FY 89-90

Proposal 1989

Monitoring 1990

Correspondence (Services Staff) 1990

Northern California 800 Hotline - Scope of Work - FY 89-90 1988-1989

AIDS Education Services - Proposal - FY 89-90 1989

Gay Survey Contract and Progress Report 1989

Statistics 1989-1990

State Grant 88-94394 - Scope of Work - FY 89-90 1989


Multilingual HIV Newsletter Proposal 1990

Prevention Education Draft Materials 1990

Education Monitoring Report - FY 90-91 1991

Prevention / Education for Youth 1991

HIV Hotline Proposal 1990

Latino Early Intervention Forum 1990

CDC/ DHHS - Minority Proposal 1990

People with AIDS - SF Proposal 1990

Monitoring Report 1991

Nor Cal Hotline and Minority Outreach Proposal - FY 91-92 1989

Program Evaluations 1992

Emergency Housing Program 1993

WCSP - CARE Title 1 Contract - FY 92-93 1992-1993

Quarterly Reports - FY 91-92, FY 92-93 and FY 93-94

Emergency Housing 1991-1994

Women & Children's Services Program 1991-1993

Bilingual/ Multicultural Services Program (BMSP) 1991-1994
Programs/Client Services Department Series 3 1982-1993

Physical Description: 101 Folders: Cartons 16 Folders 16/16-16/56; Carton 17 Folders 17/1-17/60

Scope and Contents
This series consists of documents concerning the administration of the Client Services Department and the programs run by the department. These have included health counseling, support groups, housing, client advocacy and referrals, including special services for women, people of color, and non-English speaking people.

The majority of records in the subseries come from the Hank Travera and Tristano Palermino administrations. Very few of Michael Lee's files survived his 1994 departure, so almost nothing from Client Services in the 1990s is documented. Project Open Hand, which took over the Food Bank in 1991, retains records from 1983 on. Within Tavera's records, and also among Pat Christen's Subject Files (Series 1: Subseries C.), there are a number of incident reports pertaining to the behavior of individual clients; these have been purged of names, addresses, and other identifying notations while preserving the nature and response to the particular incidents.

This series is divided into 5 subseries, each documenting the work of one of the four Client Services Directors, or the Women's Services Coordinator. These subseries are: A. Steve Pratt, Director of Client Services; B. Tristano Palermino, Director of Client Services; C. Hank Tavera, Director of Client Services; D. Michael Lee, Director of Client Services; and D. Catherine Maier, Coordinator of Women's Services.

Steve Pratt, Director of Client Services Subseries 3.1 1982-1984

Physical Description: 7 Folders: Carton 16 Folders 16/16-16/22

Scope and Contents
This subseries contains materials collected or created by Steve Pratt, who was the first director of Client Services. He started in 1983 and left the following year.

- carton 16, folder 16
- National Gay Leadership Conference - Dallas 1982
- San Francisco Police Department; Internal AIDS Education Documents April 1983
- Shanti AIDS Residence Program 1983
- Silvana Strangis Brings Randy Shilts to SFAF January 1984
- SFAF Emergency Housing Program 1984
- National Gay Task Force 1984
- Comprehensive AIDS Education & Prevention Plan for FY 84/85 1984
Tristano Palermino, Director of Client Services Subseries 3.2 1984-1986

Physical Description: 34 Folders : Carton 16 Folders 16/23-16/56

Scope and Contents

This subseries contains records from the tenure of the second director of client services, Tristano Palermino, who served from 1984-1986. Materials in the subseries include correspondence, records, subject files, and program files. Also included are a number of incident reports pertaining to the behavior of individual clients; these have been purged of names, addresses, and other identifying notations while preserving the nature and response to the particular incidents. There are two folders relating to the Food Bank, also information on housing issues including the Home Care Coordinating Committee, Folsom Street Hotel, and emergency housing. Other topics include various support groups, policies, and staff meetings.

- carton 16, folder 23 Policies and Organizational Chart 1985-1986
- carton 16, folder 24 Correspondence December 1984-November 1985
- carton 16, folder 25 Memos 1985-1986
- carton 16, folder 26 Staff Meetings September 1985-March 1986
- carton 16, folder 27 Incident Reports 1985
- carton 16, folder 28 Process Meetings 1985
- carton 16, folder 29 PWA Fund 1985-1986
- carton 16, folder 30 AIDS Prevention Consulting Team [AIDS Permanent Consultant Team] fall 1984
- carton 16, folder 31 Parents & Friends of PWAs, Support for 1985
- carton 16, folder 32 Suicide Prevention 1985
- carton 16, folder 33 Substance Abuse Task Force 1985
- carton 16, folder 34 AIDS Discrimination Reporting Project 1985
- carton 16, folder 35 AIDS Anti-Discrimination Ordinance 1985
- carton 16, folder 36 BALIF/AIDS Legal Referral Panel 1985
- carton 16, folder 37 Waiting List for New Clients Implemented April 1985
- carton 16, folder 38 Food Bank Issues 1985
- carton 16, folder 39 Fund Raising for Food Bank Operation 1985
- carton 16, folder 40 Food Stamps 1985
- carton 16, folder 41 Benefits Counseling Workshop circa 1984/1985
- carton 16, folder 42 Budget and Program Notes circa 1984/1985
- carton 16, folder 43 Monthly Statistics December 1984-February 1986
- carton 16, folder 44 Mobilization Against AIDS 1985
carton 16, folder 45
SSI [for people with severe ARC] 1984-1985

carton 16, folder 46
GA Hotels 1984-1985

carton 16, folder 47
Folsom Street Hotel 1985-1986

carton 16, folder 48
Home Care Coordinating Committee December 1984-September 1985

carton 16, folder 49
Home Care Coordinating Committee Survey 1985

carton 16, folder 50
Home Care, Hospice 1984-1985

carton 16, folder 51
Emergency Housing Available September 1984-April 1985

carton 16, folder 52
Lambda Funeral Guild 1984

carton 16, folder 53
San Francisco General Hospital - Issues 1985

carton 16, folder 54
Kaiser Hospital SF - Complaints 1985

carton 16, folder 55
AIDS Task Force of Children's Hospital 1985

carton 16, folder 56
Most Holy Redeemer Neighborhood Support Group 1985-1986

Hank Tavera, Director of Client Services Subseries 3.3 1985-1990

Physical Description: 60 Folders : Carton 17 Folders 17/1-17/60

Scope and Contents
This subseries contains Hank Tavera's records from 1986 through 1989. Tavera was also co-chair of the Third World AIDS Advisory Task Force during much of this same period. Materials in the series include correspondence, minutes, subject files and incident reports. Tavera's administrative records include memos, client demographics, documents from staff meetings and retreats. His subject files cover a wide variety of client services programs and staffing issues. These include home care, bilingual multicultural specialist, care for the caregiver, consultation, deaf community, food bank, incident reports, layoffs, PWA Advisory committee, departmental reorganization, women's services, and more.

carton 17, folder 1
Profiles of Client Services 1987-1991

carton 17, folder 2
Client Demographics and Statistics 1987-1992

carton 17, folder 3
Memos from Hank Tavera 1987-1990

carton 17, folder 4
Memos from Jaime (Jim) Ramirez July 1988-April 1989

carton 17, folder 5
Goals, Objectives, etc. 1987-1988

carton 17, folder 6

carton 17, folder 7

carton 17, folder 8
Mid-Management Meetings 1987-1989

carton 17, folder 9
CS Staff Meeting Minutes 1986-1988

carton 17, folder 10
CS Retreat September 1987

Hank Tavera, Director of Client Services Subseries 3.3 1985-1990

Physical Description: 60 Folders : Carton 17 Folders 17/1-17/60

Scope and Contents
This subseries contains Hank Tavera's records from 1986 through 1989. Tavera was also co-chair of the Third World AIDS Advisory Task Force during much of this same period. Materials in the series include correspondence, minutes, subject files and incident reports. Tavera's administrative records include memos, client demographics, documents from staff meetings and retreats. His subject files cover a wide variety of client services programs and staffing issues. These include home care, bilingual multicultural specialist, care for the caregiver, consultation, deaf community, food bank, incident reports, layoffs, PWA Advisory committee, departmental reorganization, women's services, and more.

carton 17, folder 1
Profiles of Client Services 1987-1991

carton 17, folder 2
Client Demographics and Statistics 1987-1992

carton 17, folder 3
Memos from Hank Tavera 1987-1990

carton 17, folder 4
Memos from Jaime (Jim) Ramirez July 1988-April 1989

carton 17, folder 5
Goals, Objectives, etc. 1987-1988

carton 17, folder 6

carton 17, folder 7

carton 17, folder 8
Mid-Management Meetings 1987-1989

carton 17, folder 9
CS Staff Meeting Minutes 1986-1988

carton 17, folder 10
CS Retreat September 1987

Subject Files


AIDS Home Support Project 1987

Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995 MSS 94-60
<table>
<thead>
<tr>
<th>Carton 17, Folder 14</th>
<th>AIDS Home Care &amp; Hospice Proposal, Jeannee Martin 1986</th>
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<tr>
<td>Carton 17, Folder 15</td>
<td>Bilingual Multicultural Specialist Position 1987</td>
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<td>Care for the Caregiver Program 1988</td>
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<td>Caregiving Goals &amp; Objectives 1988</td>
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<td>Client &amp; Staff Ethnicity 1986</td>
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<td>Client Behavior Problems, Policy Development 1987</td>
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<td>Carton 17, Folder 20</td>
<td>Client Files, Security of undated</td>
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<td>Carton 17, Folder 21</td>
<td>Client Services Cost Center Meeting Minutes 1988-1989</td>
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<td>Communications Department Meetings &amp; Plan 1988-1989</td>
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<td>Community Rentals Assistance Program for PWAs 1986</td>
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<td>Concerns of Gay Men's Caucus 1988</td>
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<td>Consultation, Golden Gate Regional Center 1987</td>
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<td>Consultation Service; Planning 1986-1988</td>
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<td>Coordinator's Retreat March 1989</td>
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<td>Deaf Community AIDS Project 1988</td>
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<td>Carton 17, Folder 29</td>
<td>Denver Principles (PWA Rights) undated</td>
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<td>Early Intervention Treatment Advocacy for POC; Planning RFP 1989</td>
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<td>Carton 17, Folder 31</td>
<td>Emergency &amp; Independent Housing 1985-1990</td>
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<td>Emergency Shelter for Homeless with AIDS/ARC 1987</td>
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<td>Carton 17, Folder 33</td>
<td>Executive Director Search 1989</td>
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<td>Carton 17, Folder 34</td>
<td>Food Bank Evaluation 19889</td>
</tr>
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<td>Food Bank Issues 1987-1989</td>
</tr>
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<td>Carton 17, Folder 36</td>
<td>Food Bank Transition 1989-1990</td>
</tr>
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<td>Fund Raising for Client Services Department 1987</td>
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<td>Carton 17, Folder 38</td>
<td>Funeral Services for PWAs 1990</td>
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<td>Carton 17, Folder 39</td>
<td>HIV+ Services; Planning for 1989</td>
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<td>Incident Reports 1986-1990</td>
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<td>Carton 17, Folder 45</td>
<td>Inservice Series for Bay Area Social Service Providers 1989</td>
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<td>Carton 17, Folder 46</td>
<td>Insurance &amp; AIDS Brochure 1988</td>
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</tbody>
</table>
Programs/Client Services Department Series 31982-1993
Hank Tavera, Director of Client Services Subseries 3.31985-1990

Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995 MSS 94-60

- **Internship Program 1988-1990**
- **Kaiser AIDS Community Council 1987-1989**
- **Layoffs January 1989**
- **Mayor’s Council on Food & Hunger 1988**
- **Medi-Cal Waiver 1988-1989**
- **Multicultural Services Resource Lists undated**
- **PWA Advisory Committee 1987-1990**
- **Reorganization of Client Services Dept. October 1989-January 1990**
- **Research on SFAF Clients - Requests 1986**
- **Specialized Staff Positions 1989**
- **Stakeholder Input to FY 88/89 Goals 1987**
- **Suspension of Clients 1989**
- **Women’s Services Program 1987-1989**
- **Work Environment Committee 1989**

*Michael Lee Director of Client Services Subseries 3.4 1992-1993*

- Physical Description: 3 Folders: Carton 17 Folders 17/61-17/63
- Scope and Contents
  
  This subseries contains what remains of the records of Michael Lee who replaced Tavera as Client Services Director in 1990. Lee took most of his papers with him when he left the organization. Most records from the AIDS Food Bank are held by Project Open Hand, which took over the administration of the Food Bank in 1991.

- **Client Services Staff Meeting Minutes January 1990-February 1993**
- **Administrative Staff Meetings 1992**
- **Process Meetings-in-Progress; Draft Report #2 May 1992**

*Michael Lee Director of Client Services Subseries 3.4 1992-1993*

- **Client Services Staff Meeting Minutes January 1990-February 1993**
- **Administrative Staff Meetings 1992**
- **Process Meetings-in-Progress; Draft Report #2 May 1992**

*Michael Lee Director of Client Services Subseries 3.4 1992-1993*

- **Client Services Staff Meeting Minutes January 1990-February 1993**
- **Administrative Staff Meetings 1992**
- **Process Meetings-in-Progress; Draft Report #2 May 1992**

*Catherine Maier, Coordinator of Women's Services Subseries 3.5 1987-1992*

- **Physical Description:** 16 Folders: Carton 17 Folders 17/64-17/79
- **Scope and Contents**
  
  This subseries contains documents from Catherine Maier's time as coordinator of Women's Services. She served in this position from the later 1980s through the early 1990s. Materials in the subseries include correspondence, reports, meeting documents, and program files.

- **Correspondence 1988-1990**
- **Program Reports 1987-1990**
carton 17, folder 66
Women's Program Meetings 1991-1992

Proposal for CARE Funds (Title II) 1991

Budget 1990-1992

Foundation Grants for Women's Services 1988-1990

Face to Face Project 1989

Gay Men and [Relapse] 1988-1990

Lesbian Focus Group 1991

Pilot Care Project 1988

Prisons and AIDS 1991

Social Security Guidelines 1988

Substance Abuse 1987

Suicide and AIDS undated

Tom Wadell Clinic undated

Wedge Program 1990

Education Department Series 4 1982-1993

Physical Description: 7 Cartons (386 Folders) : Cartons 18-24 Folders 18/1-24/61

Scope and Contents

This series contains Education department records, including general administrative records, correspondence, staff memos, retreats, and meeting minutes, covering both major campaigns (including focus groups connected with those campaigns), smaller individual campaigns, other educational events, and the administration of the AIDS Hotline. The Hotline subseries may be of special interest to researchers interested in volunteer utilization. Other materials include subject files collected by the education department, planning documents, and articles and newscloppings related to educational department events and initiatives.

This series is divided into 9 subseries: A. Administration; B. Campaign Management; C. Campaign Focus Groups; D. Individual Campaigns; E. Educational Events; F. Hotline; G. Subject Files; H. Planning; and I: Articles and Newscloppings.

Administration Subseries 4.1 1983-1993

Physical Description: 26 Folders : Carton 18 Folders 18/1-18/26

Scope and Contents

This subseries contains administrative records of the Education Department. This includes a notable amount of correspondence, memos, and meeting minutes. Another very important component involves bi-weekly and monthly listings of AIDS-related events, spanning most of the years from 1983 though 1988. Other materials include an orientation packet, articles, speaker's bureau manual, definitions, and a folder on Eric Jazzman's video on living with AIDS Dementia.

Education Director: Correspondence 1985-1986

Education Director: Correspondence 1987-1988

Education Director: Correspondence 1989
carton 18, folder 4
Education Director: Correspondence, State Office of AIDS March 1987-June 1987

carton 18, folder 5
Education Dept Staff Memos 1984-1986

carton 18, folder 6
Education Dept Staff Memos 1987-1989

carton 18, folder 7
Education Dept Correspondence 1990-1992

carton 18, folder 8
Education Dept Staff Meeting Minutes April 1988-August 1989

carton 18, folder 9
Education Dept Staff Meeting Minutes October 1992-November 1993
Education Dept Planning Retreat 1989

Staff/Board Retreat 1990

Education Program Objectives 1983

Bi-Weekly Listings of AIDS-Related Events March 1983-May 1985

Monthly Listings of AIDS-Related Events 1985-1987

Monthly Listings of AIDS-Related Events 1988

Orientation Packet December 1985

Other Early Education Department Papers 1983-1985

Select Articles Collected and Kept by Education Department 1983-1989

AIDS: Definitions, Symptoms, and Infection Control circa 1984

Fraud: American Biologic's OXY-C2 Gel December 1985

"For Your Health" Column in BAR by Chuch Frutchey and Pat Christen 1986-1987

I Am: Eric Jazzman's Video on Living with AIDS Dementia

SFAF Speakers Bureau Manual 1990

Impact AIDS: Revision of Brochures 1991

Materials at Impact AIDS 1992

Materials Not Stocked by Impact AIDS

CAMPAIGN MANAGEMENT Subseries 4.2 1986-1992

Physical Description: 25 Folders : Carton 18 Folders 18/27-18/43; Carton 19 Folders 19/1-19/8

Scope and Contents
This subseries contains documents related to the management of the San Francisco AIDS Foundation's major educational campaigns. Included in the subseries are various workplans, Department of Public Health Materials reviews, and Relapse Coalition and Network materials.

carton 18, folder 27
Campaign Planning 1986

carton 18, folder 28
Campaign Development Workplan 1987-1988

carton 18, folder 29
Campaign Planning 1988-1989
Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995
MSS 94-60

Campaign Focus Groups Subseries 4.3 1985-1993

Physical Description: 15 Folders Carton 19 Folders 19/9-19/23
Scope and Contents
This subseries contains reports from a variety of focus groups held by the education department to identify and refine educational campaign goals and procedures.

carton 19, folder 9  Bleachman Focus Group Report 1987

carton 19, folder 10  Report on Focus Groups: Third World Gay & Bisexual Men 1985

carton 19, folder 11-12  Reaching Ethnic Communities in the Fight Against AIDS: Summary of Focus Groups with Leaders of Minority Communities SFAF 1986

carton 19, folder 13  Summary of Major Findings from Focus Groups with Leaders from Minority Communities 1986

carton 19, folder 14  Report on Focus Group Research: IV Drug Users 1986

carton 19, folder 15  Evaluation of AIDS Educational & Media Materials for English and Spanish Speaking Populations 1987

carton 19, folder 16-17  Focus Group Research on AIDS Educational Material Among 3 SF Groups: General Population, Gay and Bisexual Men, & Sexually Active Heterosexual Women, SFAF 1987
| carton 19, folder 18 | Focus Group Report: Condom Distribution Piece, Sherry Spitzer for SFAF 1988 |
| carton 19, folder 19 | Summary of Findings : Input of Latin Gay & Bisexual Health Education Providers 1989 |
| carton 19, folder 20 | Focus Groups, Various 1989-1991 |
| carton 19, folder 21 | 2002 Focus Group #1 February 1992 |
| carton 19, folder 22 | 2002 Focus Group #2 February 1992 |
| carton 19, folder 23 | Assessing the Attitudes and Opinions of San Francisco Gay/Queer/Bisexual Men; Results From Twelve Focus Groups SFAF 1993 |

**Individual Campaigns Subseries 4.4 1982-1993**

- Physical Description: 53 Folders : Carton 19 Folders 19/24-19/58; Carton 20 Folders 20/1-20/18
- Scope and Contents
  - This subseries contains information on a variety of individual educational campaigns.
  - These include campaigns aimed at gay men, minorities, heterosexuals, teens, and drug users.
  - This section was processed to the folder level; therefore folder numbers/titles are approximate.

- carton 19, folder 24
  - "AIDS : There is Something You Can Do About It" and "Guidelines for AIDS Risk Reductions," Text circa 1984
  - You Can Have Fun (and be safe, too) - Poster 1984

- carton 19, folder 25
  - Ad Club 1984

- carton 19, folder 26
  - Campaign to High Risk Gay/Bi Men 1984-1986

- carton 19, folder 27
  - Posters 1984-1986

- carton 19, folder 28
  - Ads Aimed at Gay Men 1985

- carton 19, folder 29
  - Fight the Fear 1985-1986

- carton 19, folder 30
  - Various Ads/Posters circa 1986

- carton 19, folder 31
  - ARC Brochure 1986

- carton 19, folder 32
  - AIDS Videotape Project 1986

- carton 19, folder 33
  - Ethnic Radio Station Outreach 1986

- carton 19, folder 34
  - Buddy Connection 1986-1987

- carton 19, folder 35
  - Heterosexual Campaign 1986-1987

- carton 19, folder 36
  - Campaigns Summary 1986-1987

- carton 19, folder 37
  - Train the Trainer Program 1986-1988

- carton 19, folder 38
  - The Works; Master Copy 1987

- carton 19, folder 39
  - The Works; Press Packet 1987

- carton 19, folder 40
<table>
<thead>
<tr>
<th>Carton and Folder</th>
<th>Description</th>
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<td>Condom Commercials 1987</td>
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<td>19, 42</td>
<td>&quot;AIDS Lifeline&quot; Program, KPIX 1987</td>
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<td>19, 43</td>
<td>Campaign Drafts 1987-1988</td>
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<td>19, 45</td>
<td>Antibody Brochure Development 1988</td>
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<td>19, 46</td>
<td>Risky Business (drafts 4 &amp; 5) 1988</td>
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<td>19, 47</td>
<td>Risky Business; Press Packet 1988</td>
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<td>19, 48</td>
<td>Gay Male Brochure; &quot;Man to Man&quot; 1988</td>
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<td>19, 49</td>
<td>Parents Video 1988</td>
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<td>19, 51</td>
<td>Bulk Materials Distribution 1988-1989</td>
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<td>19, 52</td>
<td>Police Video 1989</td>
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<td>19, 53</td>
<td>Teen Safe Sex Raps 1989</td>
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<tr>
<td>19, 54</td>
<td>BETA; Draft of 1st issue 1989</td>
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<td>19, 55</td>
<td>Beta Work Plan 1990</td>
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<td>19, 56</td>
<td>Positive News; Draft of 1st Issue 1990</td>
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<td>19, 57</td>
<td>Crack Project 1990</td>
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<td>19, 58</td>
<td>Young Gay Men Ad and Poster 1990</td>
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<td>20, 1</td>
<td>Rubberman Campaign 1990-1991</td>
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<td>20, 2</td>
<td>Coalition for Healthy Sex 1991</td>
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<td>20, 3</td>
<td>Carnal Carnival 1991</td>
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<td>20, 4</td>
<td>Naked City 1991-1992</td>
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<td>20, 5-6</td>
<td>AIDS Education Book - SFAF and 18th Street Services 1992</td>
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<td>20, 7</td>
<td>Non-Traditional Values Brochure 1992</td>
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<td>20, 8</td>
<td>Education Dept Staff Comments about Non-Traditional Values Brochure March 1992</td>
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<td>20, 9</td>
<td>2002 Event Development 1992</td>
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<td>20, 10-12</td>
<td>2002 Time-Grams</td>
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<td>20, 13</td>
<td>GAPA HIV Project; Postcard Campaign 1992</td>
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<td>20, 14</td>
<td>Be Here for the Cure; Press Packet 1992</td>
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<tr>
<td>20, 15</td>
<td>Gay Youth Campaign 1992</td>
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<td>20, 16</td>
<td>Gay/Bisexual Men's Safe Sex Campaign 1993</td>
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<td>carton 20, folder 17-18</td>
<td>Development of “Primal Cream” Safe Sex Manual for Gay/Bi Men 1993</td>
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**Educational Events Subseries 4.5 1983-1990**

Physical Description: 27 Folders : Carton 20 Folders 20/19-20/45

Scope and Contents

This subseries contains materials documenting specific educational events, as opposed to major campaigns. These include events concerning, bath-houses, safe sex, living with AIDS, the National AIDS Vigil, bartenders, National Condom Week, hospice, National Lesbian and Gay Health Conference, women, and media issues. Besides San Francisco events, there is also information on events in Denver, Mendocino, Napa, Santa Cruz, and Redding.

This section was processed to the folder level; therefore folder numbers/titles are approximate.

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<td>Miscellaneous Conferences/Workshops sponsored by SFAF 1984-1986</td>
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<td>carton 20, folder 22</td>
<td>Educational Forums - Flyers Post-1984</td>
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<td>carton 20, folder 23</td>
<td>Being Well - Well Being, a Conference on Wellness in the Gay/Lesbian/Bi Communities May 1983</td>
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<td>carton 20, folder 24</td>
<td>Meeting Needs of People with AIDS, 2nd National AIDS Forum June 1983</td>
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<td>carton 20, folder 25</td>
<td>National AIDS Vigil October 1983</td>
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<td>carton 20, folder 26</td>
<td>National Forum on AIDS (#2), Denver 1983</td>
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<td>carton 20, folder 27</td>
<td>Mendocino Gay Men's Training January 12, 1984</td>
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<td>carton 20, folder 28</td>
<td>Symposium; AIDS ...[responding to]... High Risk Behavior, McKusick &amp; Coates May 1984</td>
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<td>carton 20, folder 29</td>
<td>Women at Risk: Strategies for AIDS Prevention and Education, SF November 16, 1984</td>
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<td>carton 20, folder 30</td>
<td>Cancer and AIDS Symposium 1984</td>
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<td>carton 20, folder 31</td>
<td>AIDS 101, Sebastopol February 3, 1985</td>
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<td>carton 20, folder 32</td>
<td>Update for Health Care Practitioners, Educational Workshop - Napa June 1985</td>
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<td>carton 20, folder 33</td>
<td>AIDS Update for Health Care Practitioners in the California Department of Corrections October 1985</td>
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<td>carton 20, folder 34</td>
<td>Bartenders against AIDS, Contents of Training Packet 1985</td>
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<tr>
<td>carton 20, folder 35</td>
<td>How to Stop the Spread of the Aids Virus, UCSF 1985</td>
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<tr>
<td>carton 20, folder 36</td>
<td>AIDS: Hospice and Home Health Care, Redding CA February 2, 1986</td>
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<td>carton 20, folder 37</td>
<td>National Condom Week 1986</td>
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<tr>
<td>carton 20, folder 38</td>
<td>Working Effectively with the Media, Santa Cruz June 13, 1987</td>
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</table>
Hotline Subseries 4.6 1983-1992

Physical Description: 43 Folders : Carton 20 Folders 20/46-20/54; Carton 21 Folder 21/1-21/34

Scope and Contents
This subseries contains materials related to the operation of the AIDS Hotline including volunteer training. Volunteers depended on a resource known as the "Referral Manual" or "Encyclopedia." Copies of this volume, a compilation of facts, figures, and available services, were kept next to each telephone in the Hotline Office. The manual was updated on an occasional basis. The Hotline Referral Manuals and the Hotline training manuals were vital in carrying out the hotline's mission. Three different versions of the referral manual and four versions of the training guide can be found in this subseries. This subseries is also of interest to those interested in volunteer utilization.

Hotline Memos 1983-1992

Hotline; Internal Staff Correspondence 1984-1989

Hotline Notes, Drafts circa 1985

Hotline Statistics 1983-1985

Hotline Automation 1987-1988

Hotline Expansion Discussion 1988

Hotline Advisory Committee Minutes, 9/88, 1/89-8/89 1988-1989


Volunteer Needs Assessment Survey 1989

Assessing Needs of HIV+ Caller undated

Hotline Tracking System 1991

Original Hotline Referral Manual 1983

Hotline Referral Manual for Northern California circa 1985

Hotline Referral Manual for San Francisco circa 1986

Hotline Encyclopedia, Documents About undated

Booklet "A Natural Cure for AIDS" included in one 1985 Referral Manual

Volunteer Training Manual - Draft 1984
<table>
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<tr>
<th>Carton</th>
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<td>Hotline Training Manual 1985</td>
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<td>12</td>
<td>Hotline Training Manual 1987</td>
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<td>21</td>
<td>13</td>
<td>Hotline Training Manual 1990</td>
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<td>14</td>
<td>Other Information for Volunteers 1983-1985</td>
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<td>Kinship Hotline Training Materials 1985</td>
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<td>AIDS 202; Advanced Hotline Training circa 1989</td>
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<td>Hotline Training Evaluations, - Information Updates 1989-1990</td>
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<td>21</td>
<td>18</td>
<td>Training New Volunteers; Information for Shift Leaders undated</td>
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<td>Hotline Proposal 1987</td>
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<td>MD Hotline Proposal 1988</td>
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<td>Hotline Contract RFP 1989</td>
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<td>21</td>
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<td>Quarterly Written Tests 1989-1990</td>
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<td>23</td>
<td>Hotline Tests; Samples 1989-1990</td>
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<td>24</td>
<td>Quality Control Calls 1989-1990</td>
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<td>25</td>
<td>Scope of Work &amp; Budget 1990-1991</td>
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<td>21</td>
<td>26</td>
<td>American Indian Hotline undated</td>
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<td>Spanish Hotline; Planning &amp; Promotion 1987-1988</td>
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<td>28</td>
<td>Spanish Hotline; Letter of Agreement with American Red Cross 1987-1988</td>
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<td>Asian Hotline Planning Group 1988-1989</td>
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<td>Asian Hotline; Correspondence 1988-1990</td>
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<td>31</td>
<td>Asian Hotline Planning 1989-1990</td>
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<td>Asian Hotline; Corresp with State Office of AIDS 1988-1989</td>
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<td>Asian Hotline; Appeal of Decision by State Office of AIDS 1990</td>
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<td>34</td>
<td>SFAF Speakers Bureau Manual 1990</td>
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</tbody>
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Finding Aid to the San Francisco AIDS Foundation (SFAF) Records, 1982-1995 MSS 94-60 34
Subject Files Subseries 4.7 1983-1992

Physical Description: 85 Folders: Cartons 21 Folder 21/35-21/72; Carton 22 Folders 72/1-22/47

Scope and Contents
This subseries contains Education Department subject files which are divided into several larger classifications. These are: Risk Reduction; San Francisco Community Partnership on AIDS; Slideshow - History of AIDS; Presidential Commission on AIDS visits SFAF; Northern California Program; Discrimination - Immigration/Prisoners; AIDS 101, AIDS 202, Gay Men, City, State and Federal Documents; Deaf People / Hearing Impaired Services; People of Color; Women; Age; Legislation; and Nor/Cal Administration.

carton 21, folder 35-45

carton 21, folder 35

carton 21, folder 36

carton 21, folder 37

carton 21, folder 38

carton 21, folder 39

carton 21, folder 40

carton 21, folder 41

carton 21, folder 42

carton 21, folder 43

carton 21, folder 44

carton 21, folder 45

carton 21, folder 47

carton 21, folder 48

carton 21, folder 49

carton 21, folder 50-52

carton 21, folder 50

carton 21, folder 51

carton 21, folder 52

carton 21, folder 53-62

carton 21, folder 53

carton 21, folder 54

carton 21, folder 55

Risk Reduction

Conant/Levy Condom Study; Grant, Results, and Press Conference 1985

Condoms: Information, Correspondence, and Articles 1985-88

Condom Information and Articles by Clark Taylor 1985, undated

Health Care Workers Pamphile 1986

Promoting Condoms for Gay Men, Speech by Les Pappas at Atlanta Conference 1987
AIDS and the IV Drug User Testimony of Les Pappas, Senate Select Committee on AIDS 1987
AIDS in America - 1987, Short Speech by Sam Pucket 1987

Censorship and the AIDS Epidemic, Speech by Sam Pucket at American Library Association 1987
Sam Pucket Obituaries, Commemorations 1988

Safe Sex Workshops; Notes, Outlines, etc circa 1988-1989

Latino Radio Novelas 1989

San Francisco Community Partnership on AIDS 1984-1985

Slideshow; History of AIDS circa 1988

Presidential Commission on AIDS visits SFAF 1988

Northern California Program

Documents 1984-1987

Documents Related to Alameda County 1984-1985

Documents Related to Sonoma County 1985

Discrimination: Immigration/Prisoners

Immigration 1988

AIDS and Political Issues 1987-1989

carton 21, folder 56  Kaiser Hospital 1985
carton 21, folder 57  Insurance - HTLV-3 1984-1985
carton 21, folder 58  City and County of San Francisco Anti-Discrimination Ordinance 1985
carton 21, folder 59  People with AIDS - General and Reporting Project 1984-1985
carton 21, folder 60  Homophobic Responses to AIDS 1985, 1987
carton 21, folder 61  AIDS and Prison Inmates undated
karton 21, folder 62  Helms Amendment 1987

AIDS 101

carton 21, folder 63-67  Manual 1988

carton 21, folder 64  Master undated

carton 21, folder 65  Slideshow 1988

carton 21, folder 66  Questions and Answers 1985, undated

carton 21, folder 67  Outline

AIDS 202 1989

Gay Men

carton 21, folder 69-72  Acevado & Frutchey - "Important Aspects of Sex and Sexuality in Modern
American Gay Culture" undated

carton 21, folder 70  Gay male Funding Survey circa 1989

carton 21, folder 71  Miscellaneous Gay Male Articles 1983-1988, undated

carton 21, folder 72  Marginalization/Montreal Conference 1988-1989

City, State & Federal Documents

carton 22, folder 1  San Francisco Department of Public Health 1987-1992

carton 22, folder 2  State of California Department of Health Services 1988-1992

carton 22, folder 3  Department of Health and Human Services / CDC (Federal) 1988-1992

carton 22, folder 4-8  Deaf People / Hearing Impaired Services

carton 22, folder 9-23  Educational Events 1984-1988

carton 22, folder 9  TDD 1988-1990

carton 22, folder 10  Correspondence 1985-1989

carton 22, folder 11  Task Force and Services 1989

carton 22, folder 11  Safe Sex 1989

People of Color

carton 22, folder 9  Minority Concerns 1988

carton 22, folder 10  Third World Advisory Task Force 1988

carton 22, folder 11  Translation of Materials from SSRC 1989
carton 22, folder 12
Spanish Translations of Brochures - Novellas - SFAF 1984-1989

Non-English End-User Materials (Spanish, Tagalog, Chinese) 1986-1988, undated
Minority Outreach 1985

Third World Providers 1985-1988
Hispanic AIDS Forum 1987
Latino Statistics 1987-1989
Ethnic Groups and AID 1985-1990
Baseline Surveys of Risk Behaviors (Latino, Black) 1987, undated
HIV Impact on Communities of Color - National Minority AIDS Council (NMAC) 1992
AIDS Knowledge / Behavior ... Among African Americans and Latinos 1992

Women

Women's Program circa 1988
Women's AIDS Network (WAN) 1984-1988
Female Partners Project 1990-1991
Lesbians 1986-1987
Women and AIDS 1985-1991

Age

AIDS and Geriatric Population 1988
Children and AIDS 1985-1991
Health - AIDS and Infants 1988-1990
Teens and AIDS Education 1987-1990

Legislation

State Legislation 1983-1984
California AIDS Legislation 1986
LaRouche Training Materials 1986
Prop 64 - LaRouche Initiative 1986
Planning Subseries 4.8 1984-1991

Physical Description: 11 Folders : Carton 23 Folders 23/1-23/11

Scope and Contents
This subseries contains materials related to planning within the education department. It includes instructions on the planning and evaluation process, minutes of meetings, reports, and other detailed information for Fiscal Years 1987-1988, 1988-1989, 1989-1990.

Planning and Evaluation 1984-1985
Meeting Notes and Materials 1986
Transition 1987
FY 1987-1988

Planning Notes and Materials 1987-1988
Goals / Surveys 1988
Budget Monitoring 1987
FY 1988-1989

Meeting Notes and Materials 1988
FY 1989-1990

Meeting Notes, Drafts, and Materials 1989
Workplan 1990-1991

Workplan 1990-1991

Education Department Articles and News Clippings Subseries 4.9 1984-1993

Physical Description: 101 Folders : Cartons 23 Folders 23/12-23/51; Cartons 24 Folders 24/1-24/61

Scope and Contents
This subseries contains articles and clippings on a wide variety of topics from Advertisements to Women and AIDS. These files are arranged alphabetically.

Advertisements - Correspondence (inc. Rubberman) 1990-1991
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
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<td>AIDS and Schools 1985-1986</td>
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<tr>
<td>Carton 23, Folder 15</td>
<td>AIDS and the Service of Alcohol - Last Call Program 1988</td>
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<td>AIDS Education, Every Health Educator's Responsibility (Bart/Peyton) undated</td>
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<td>AIDS Health Project - Frutchey 1985</td>
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<td>Carton 23, Folder 20</td>
<td>AIDS Outside the United States 1986-1987</td>
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<td>Carton 23, Folder 21</td>
<td>AIDS Overview by Pat Christen circa 1986</td>
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<td>Archival, Historical, Library Projects 1995</td>
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<td>Basic AIDS Information (Frutchey) 1987</td>
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<td>Bay Area Physicians for Human Rights (BAPHR) 1985</td>
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<td>Bluelights Campaign 1988-1989</td>
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<td>Bridal Shower for Pat Christen 1991</td>
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<td>Briefing for Presidential Candidates 1987-1988</td>
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<td>Carton 23, Folder 34</td>
<td>California Association of AIDS Agencies (CAAA) 1985-1986</td>
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<tr>
<td>Carton 23, Folder 35</td>
<td>California Nursing Association Training 1986</td>
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<td>California State Services Department (SFAF) undated</td>
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<td>Cartoons, Miscellaneous One-Pagers 1987, 1992, undated</td>
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<td>Carton 23, Folder 38</td>
<td>Casual Contact Report 1988</td>
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<td>Carton 23, Folder 39</td>
<td>Catalog of Educational Material, SFAF 1986</td>
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<td>Carton 23, Folder 40</td>
<td>Censorship and the AIDS Epidemic 1987</td>
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<td>Carton 23, Folder 41</td>
<td>City Educational Packet 1984</td>
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<td>Location</td>
<td>Description</td>
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<td>carton 23, folder 42</td>
<td>Client Services Department 1987</td>
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<td>Commercials and Ads (SFAF) 1984-1989</td>
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<td>carton 23, folder 44</td>
<td>Condoms 1987</td>
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<td>carton 23, folder 46</td>
<td>Conferences 1990</td>
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<td>carton 23, folder 47</td>
<td>Content Analysis of SFAF End-User Material 1988</td>
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<td>carton 23, folder 48</td>
<td>Coalition of Spanish Speaking Mental Health Organizations AIDS Update 1987-1989</td>
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<td>carton 23, folder 49</td>
<td>Consulting Services 1989, undated</td>
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<td>Department of Public Health (DPH) SF HIV Prevention Efforts 1989</td>
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<td>carton 23, folder 51</td>
<td>Diagnostic (Process) Task Force 1985</td>
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<td>carton 24, folder 1</td>
<td>Education Department Organizational Chart 1988</td>
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<td>Educational Assistance Program 1988-1989</td>
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<td>carton 24, folder 3</td>
<td>Flyers, etc 1988-1989, undated</td>
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<tr>
<td>carton 24, folder 4</td>
<td>Folders (empty folders from a variety of SFAF programs) undated</td>
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<td>carton 24, folder 5</td>
<td>Fraud and Fraud Task Force 1987-1993</td>
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<td>Frutchey - &quot;The Role of Community-Based Organizations in AIDS and STD Prevention&quot; undated</td>
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<td>carton 24, folder 7</td>
<td>Gay Culture 1986-1989</td>
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<td>carton 24, folder 8</td>
<td>Gay Games II / Safe Sex Packets</td>
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<td>carton 24, folder 9</td>
<td>Male Athletes 1986</td>
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<td>carton 24, folder 10</td>
<td>Female Athletes 1986</td>
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<td>carton 24, folder 11</td>
<td>Athletes and Visitors 1986</td>
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<td>carton 24, folder 12</td>
<td>Gay Male Five Year Projection - Conference Paper 1988</td>
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<td>carton 24, folder 13</td>
<td>Gay Men's Health Crisis, NYC 1983</td>
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<td>carton 24, folder 14</td>
<td>Grant Information 1988, 1990</td>
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<td>carton 24, folder 15</td>
<td>Heterosexual Risk 1986</td>
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<td>carton 24, folder 16</td>
<td>Hilliard - &quot;HIV Epidemic&quot; undated</td>
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<td>carton 24, folder 17</td>
<td>HIV Center 1989</td>
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<td>carton 24, folder 18</td>
<td>HIV-2 1986-1989</td>
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<td>carton 24, folder 19</td>
<td>Holiday Party 1990</td>
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<td>carton 24, folder 20</td>
<td>HomeCare 1986</td>
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<td>carton 24, folder 21</td>
<td>Hospice circa 1987</td>
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<td>carton 24, folder 22</td>
<td>Human Rights Commission (HRC) - Bilingual Brochures 1985</td>
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carton 24, folder 23
  I and R Goals and Objectives 1984

carton 24, folder 24
  Inner Circle (play) 1987

carton 24, folder 25
  Information Management Committee (SFAF) 1989

carton 24, folder 26
  Information Services (SFAF) 1985-1992

carton 24, folder 27
  Intravenous (IV) Drug Users undated

carton 24, folder 28
  Kaposi's Sarcoma (KS) as STD 1990

carton 24, folder 29
  Leadership Recognition Dinner - inc. photos 1993

carton 24, folder 30
  Leaflets - Miscellaneous circa 1984, 1989

carton 24, folder 31
  Maintenance Workshop undated

carton 24, folder 32
  Marketing Memos 1987-1989

carton 24, folder 33
  Memos 1986-1989

carton 24, folder 34
  Miscellaneous Education Department Statistics 1988-1991

carton 24, folder 35
  Office Services (SFAF) 1986, undated

carton 24, folder 36

carton 24, folder 37
  Pediatric AIDS Coalition 1987-1988

carton 24, folder 38
  Play Safe - Use Condoms Packet 1987

carton 24, folder 39
  Positive News 1990
  Scope and Contents
  [Prototype of Newsletter?]

carton 24, folder 40-42
  Presentations - SFAF

carton 24, folder 41
  Board 1988

carton 24, folder 42
  Chevron 1988-1991

carton 24, folder 43
  Miscellaneous 1988

carton 24, folder 44
  Presidential Commission - Wolfred 1987

carton 24, folder 45
  Project Inform 1988-1989

carton 24, folder 46
  Readability 1985-1988

carton 24, folder 47
  Relapse 1991-1993

carton 24, folder 48
  Report to the San Francisco Health Commission 1988

carton 24, folder 49
  Risk Reduction Counseling by Telephone undated

carton 24, folder 49
  "Safe" Sex 1987-1988
carton 24, folder 50

Safe Sex Workshops Adapted for Barcelona, Spain - draft circa 1988

Safer Sex Workshops 1989-1990

Saliva 1989, undated

Sex and AIDS (Adults) 1987-1991

Sexuality and STDs 1984-1988

Slides for presentation(s) - Paper drafts undated

Standardizing Safe Sex Guidelines 1987

Statewide: Extra Special Reports 1986-1987

Stop AIDS Foundation of America 1984-1989

Vampires 1989

Women and AIDS undated

Photographs Series 5 1985-1992

Physical Description: 76 folders : Carton 25 Folders 25/1-25/76

Scope and Contents

This series contains photographs, proof sheets, negatives, and slides. Photographs have been identified on the back when possible. The photos have been divided into several subjects: People; SFAF Components and Events; Politics; Fundraising; and Art Related. The photographs are followed by Contact Sheets; Negatives; and number of slides, mostly related to the Rubber Men campaign.

This section was processed to the folder level; therefore folder numbers/titles are approximate.

People

Tim Wolfred undated

Portraits, Staff undated

Portraits, Volunteers undated

Portraits, Others undated

Portraits, Unidentified undated

VIPs undated

Burroughs Wellcome, HIV Community Advisory Board undated

SFAF Components and Events

Educational Campaigns and Information

Food Bank

SFAF Client Services

Thanksgiving Dinner 1987

Thanksgiving Dinner 1989
Leadership Dinner 1988

Politics
  Memorial Day March 1986
  Martin Luther King Birthday March 1986
  No on 102 Press Conference
  Needle Exchange Forum
  Fauci and Silverman Speak During AIDS Awareness Week 1989

Fundraising
  Bike-A-Thon 1985
  Fund Raising Events

Art Related
  Face to Face Project 1989
  Women and AIDS Exhibit
  Pen & Ink Drawing of Two Couples Dancing

Contact Sheets
  Catherine Maier by Ann Meridith
  Run for Life 1986
  Staff 1986
  Leadership Dinner 1988
  Needle Exchange Forum
  Leadership Dinner 1989
  AMFAR Press Conf 1986
  Bike-A-Thon by Honey Lee Cottrell 1985
  Annual Report 1988
  Staff
  1987 Thanksgiving Dinner, by Rink 1987
  1987 L/G Parade by Vincent Cage 1987
  1989 Candlelight March 1989
  1986 Cycle for Life 1986
Photographs Series 51985-1992

Bennie Subia, Volunteer

VISA Gives $ for Emergency Shelter Program 1992

AIDS Lifeline-KPIX TV

AWP Luncheon 1987

Unlabeled (16 folders)

Negatives

Mayoral Candidates Forum on Future of AIDS in SF 1987

Unlabeled

Scope and Contents
[2 folders]

Slides

Color Slides: Rubber Men - Models

Scope and Contents
[5 folders]

Black & White Slides: Male Models

Scope and Contents
[6 folders]

Slides: Miscellaneous

Prints, Slides and Negs to be Arranged & Described

Scope and Contents
[1 folder]

Newsletters Series 6 1983-1993

Physical Description: 24 folders : Carton 25 Folders 25/76-25/99

Scope and Contents

This series contains a number of San Francisco AIDS Foundation newsletters which are arranged by department or function. The reasons various titles have risen and died are often complex, and sometimes unknown. As an example, Volunteer Services has consistently published a newsletter in some form since 1987. Even prior to that, there were at least two attempts to produce newsletters; Volunteers published at least two issues in late 1984, followed by San Francisco AIDS Foundation Volunteer Newsletter in 1986. In the summer of 1987, Steven Petro of Media services began editing a new quarterly publication called Onward. This lasted for a little over a year, ending with the fifth issue in the summer of 1988. In 1989 there was a renewed attempt to publish; this time it was a monthly newsletter. The first issue was produced in May under the old title Onward, but a plea was made to volunteers to suggest a new name. June saw one issue of We're Still Waiting. Finally, in July, Macropages was born, lasting through 1992. January of 1993 saw yet another name change, to Volunteers/Voluntarios/ Voluntaryo Mga, the name still being used at the end of 1995. Hot Line volunteers themselves, meantime, published at least three newsletters. These were Hot Lines (1984), HOTline FLASHES (1989) and HotLine Notes (1992).

General News and Publicity
AIDS and KS Foundation Newsletter May 1983, June 1983

Can We Talk? February 1984, March 1984

Report to the Community from the San Francisco AIDS Foundation December 1984

San Francisco AIDS Foundation News July 1985, November 1985

Advance June 1990-

Board of Directors and Major Donors

Impetus summer 1986-

Volunteers November 1984, December 1984


Onward summer 1987-May 1989

We’re Still Waiting June 1989

Macropages July 1989-December 1992

Volunteers/Voluntarios/Boluntaryo Mga January 1993-

Hot Line

Hot Lines May 1984

Scope and Contents

[Vol 1 #2]

Science Oracle September 1988

Scope and Contents

[electronic newsletter - this is a hard copy guide]

HOTline FLASHER January 1989-March 1989

HotLine Notes June 1992-October 1992

People with AIDS Outreach

Positive News winter 1991-

Noticias Positivas winter 1991-

Okey Ka, 'Cho winter 1991-summer 1993


Staff News

Behind the Scenes, #1-2 May 1987, July 1987

Behind the Scenes Update, #1-4 May 1987
Bay Bee November 1991-September 1992

Policy

HIV Policy Watch March 1993

Monographs Series 7 1983-1995

Physical Description: 82 folders: Cartons 26 Folders 26/1-26/31; Cartons 27 Folders 27/1-27/51

Scope and Contents

This series is composed of reports, guides, surveys, lists, and papers produced by SFAF departments and staff. The documents in this series are arranged by department, followed by Knowledge, Attitudes, Beliefs and Behaviors (KABBs), and articles by individuals. The last three sections, Education, KABBS, and Individuals make up the vast majority of the series.

Board of Directors

Annual Report, SFAF: (1990 in Oversize Box) 1985-1994

Personnel

Staff and Volunteer Yearbook, SFAF 1988, 1992

Policy

Needle Exchange Programs, Public Policy Department, SFAF 1988

Development

Leadership Recognition Dinner, SFAF 1988-1993

Media Relations


Client Services

AIDS and ARC: A Resource Manual (Title varies) SFAF 1984-1995


Coping With ARC Buck Nunes and Chuck Frutchey, SFAF 1986


Early Care for HIV Disease, SFAF 1991, 1992

Education

AIDS: A Research and Clinical Bibliography (3rd Ed) Richard B Pearce 1983

Comprehensive AIDS Education/Prevention Plan for FY 1984-85 (SFAF) 1984

Women’s AIDS Education & Services, Nancy S. Shaw 1985

California Models for Women’s AIDS Education & Services, Nancy S. Shaw 1985

Serving Your Patients in the Age of AIDS, Nancy S. Shaw 1986

Assessing AIDS Education Literature in English, Cantonese and Spanish 1986


Women’s AIDS Clinical Resources Guide, Nancy S. Shaw 1987

Scope and Contents

[2 folders]

AIDS Educator Catalog, SFAF (#1 - 10, 12-14) 1987-1995

Parent-Teen AIDS Education Project, SFAF 1988
Teen Comic Book Development Survey & Field Testing 1988
Scope and Contents
[two versions]

(SFAF) 1988
Next Step: HIV in the '90s: AIDS in the Workplace, (SFAF) 1989
Guia Medica Sobre el SIDA Y Manual de Recursos de la Comunidad Latina, SFAF undated
Scope and Contents
[for Young Gay & Bi Men]

Knowledge, Attitudes, Beliefs and Behaviors (KABBs)
Designing an Effective AIDS Prevention Strategy for SF: 1st Sample of Urban Gay Male Community, SFAF 1984
Designing an Effective AIDS Prevention Campaign Strategy for SF: Results of 2nd Probability Sample of an Urban Gay Male Community, SFAF 1985
Fifth Survey Report on Gay and Bisexual Men, SFAF 1990

Assessing Awareness and Knowledge of AIDS Among Street Teenagers in San Francisco 1986
Design, Implementation and Effectiveness of AIDS Prevention Campaign for Gay and Bisexual Men in San Francisco, SFAF 1986
Proposal for Conducting a Public Opinion Survey Assessing Attitudes of Sexually Active Heterosexuals in San Francisco (First Survey) SFAF 1986
Designing an Effective AIDS Risk Reduction Program for SF: Results of 1st Probability Sample of Multiple/High Risk Partner Heterosexual Adults, SFAF 1986
Summary of Major Findings from Qualitative Research with Sexually Active Heterosexual Risk Group Audience (First Survey), SFAF 1986
Designing an Effective AIDS Risk Reduction Program for SF: Results of 2nd Probability Sample of Multiple/High Risk Partner Heterosexual Adults, SFAF 1988
Papers by Individuals

Health Education Planning for Risk Reduction...the Precede Framework, Robert Bolan, MD 1985
Model for AIDS Prevention Campaign in Gay Community Businesses, Les Pappas 1985
AIDS Prevention: Developing the San Francisco Model, Sam B. Puckett 1986
AIDS Prevention and Education: Issues and Strategies for Latinos, Ernesto O. Hinojos 1986
AIDS Resource Development, Isabel Auerbach and Lyn Paleo circa 1987
AIDS Prevention for Gay Men: A Selected History and Analysis of the San Francisco Experience, H. Jackson Peyton 1988
Adaptation of Safe Sex Workshops for Gay & Bisexual Men In Barcelona Spain, D. Wohlfleifer, C. Frutchey et al 1988
Averting Disaster: Addressing Relapse and Ongoing AIDS Prevention Programs for Self-Identified Gay and Bisexual Men of All Colors, Ekstrand, Stall, Frutchey, and Christen undated

Formative Evaluation of Volunteer Retention at the SFAF Hotline, Jorge Cortinas 1993

Other Published Materials - no list

Ephemera Series 8 undated

Physical Description: Carton 27 Folder 52
Scope and Contents
This series is consists of two items (props) from the Rubber Men advertising / education campaign.

Gray box containing: Rubberman Cape and Mask