Finding aid for the United Way of Los Angeles records 0438

Finding aid prepared by Jane Adler, Clay Stalls
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Title: United Way of Los Angeles records
Collection number: 0438
Contributing Institution: USC Libraries Special Collections
Language of Material: English
Physical Description: 2.5 linear ft. 6 boxes
Date (inclusive): 1953-1991
Abstract: The material in this collection is textual, its records consisting of committee minutes and agendas; research papers, reports, and studies (both published and unpublished); by-laws, United Way organizational papers such as statements of philosophy, memoranda, etc. The collection's material spans the years 1953-1991, with the majority dating from the decade of the 1970s.
creator: United Way of Los Angeles.

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Preferred Citation
[Box/folder# or item name], United Way of Los Angeles records, Collection no. 0438, California Social Welfare Archives, Special Collections, USC Libraries, University of Southern California

Historical note
The United Way of Los Angeles is a volunteer social welfare agency dedicated to uniting government, private agencies, and individuals to meet the needs of the socially needy. It was created in 1963, the result of the consolidation of thirty-three Los Angeles area city and local community chests, some of which dated to ca. 1920. With the growth of the Los Angeles area, the consolidation of community charitable giving and agencies under the leadership of a directing organization was considered necessary in order that volunteer, community giving be better organized. With the continued growth of the Los Angeles area, the United Way was restructured into five regions in 1971. This move would form strong leadership from locally based branches of United Way--still under the umbrella of the United Way of Los Angeles--that would be better able to recognize and respond to local needs. The United Way now serves some four million families in the Los Angeles area, through the efforts of some 250 organizations.

Related Archival Materials
The Urban Archives Center of the California State University, Northridge, houses a large collection of material on the United Way.

Scope and Content
The material in this collection is textual, its records consisting of committee minutes and agendas; research papers, reports, and studies (both published and unpublished); by-laws, United Way organizational papers such as statements of philosophy, memoranda, etc. The collection's material spans the years 1953-1991, with the majority dating from the decade of the 1970s.

Organization
The material has been intellectually organized into the following series:
1. Administrative/Organizational Papers
2. Reports
3. Committees
4. Board of Directors
5. Related Agencies

Subjects and Indexing Terms
United Way of Los Angeles. -- Archives
Fund raising--California--Los Angeles--Archival resources
Memorandums
Newsletters
Nonprofit organizations--California--Los Angeles--Archival resources
Reports
Social group work--California--Los Angeles--Archival resources

Administrative/Organizational Papers
Scope and Content
This series consists of guidelines, staffing and organizational charts, salary plans, memoranda, by-laws, etc.

Box 1, Folder 2 United Way Miscellany 1981-1986
Scope and Contents note
Memorandums, correspondence, reports, salary schedules re Volunteer Center, UW by-laws, volunteer training, fundraising, etc.

Box 1, Folder 5 Volunteer Survey undated
Scope and Contents note
Volunteer survey prepared by Dr. Eva Schindler-Rainman with [Los Angeles] Mayor's Advisory Council on Volunteerism

Box 2, Folder 1 Policy Statements 1964-1969
Scope and Contents note
Policy statements re United Way activities

Box 4, Folder 1 UW Miscellany 1975-1986
Scope and Contents note
Staffing chart & UW history; committee roster; United Way statement of purpose; leadership, admission guidelines; ethnic diversity of UW agencies and funding recipients; agency/United Way agreement; leadership guidelines; task force reports re admissions

Box 4, Folder 5 UW Miscellany undated
Scope and Contents note
Metropolitan Region pilot programs and Priorities Committee recommendations; "available forms material" (UW printed resources)

Box 5, Folder 4 UW Miscellany 1973-1976
Scope and Contents note
Memorandums re UW salaries; classification and salary plan; UW salary schedules; memorandum re agency allocations, and Jewish Home for Aged allocation request; Family Counseling & Welfare Services roster

Box 5, Folder 5 UW Miscellany 1971-1990
Scope and Contents note
Photocopy of by-laws; statement of purpose; program category list; UW research library subject list; publicity materials

Box 5, Folder 9 Annual Reports 1975-1985
Scope and Contents note
United Way annual reports
Board of Directors

Scope and Content
The Board of Directors left a substantial amount of documentation on important activities such as fundraising.

Box 1, Folder 4
Scope and Contents note
Memorandum, minutes, roster, Board meeting schedule, United Way funding allocations, agency lists, United Way fund distribution plans re Board of Directors, United Way Region V

Box 2, Folder 2
Board of Directors 1970-1982
Scope and Contents note
Memorandums, UW organizational chart re Board of Directors, copy of by-laws and other UW policy materials; drafts of reports for Board discussion

Box 3, Folder 7
Board Rosters 1970-1972, 1977
Scope and Contents note
Rosters for various United Way boards; also includes Welfare Planning Council; memorandum re state employee campaign

Committees
Scope and Content
Committees such as that on admissions perform vital services and accordingly have been awarded their own series because of the significant documentation that they generated. All reports and studies issued by United Way committees can be found under the series Reports.

Box 1, Folder 1
United Way Committees 1974-1988
Scope and Contents note
Rosters, memorandums, correspondence, guidelines, agenda and meeting minutes re Women's, Management Chairs, and Service Awards committees; United Way "Viewpoint" newsletter

Box 1, Folder 3
Admissions Committee 1976-1983
Scope and Contents note
Admissions guidelines, memoranda, admissions contracts, application forms, list of admissions applicants

Box 1, Folder 6
Women's Committee 1964-1966, 1974
Scope and Contents note
Material re Gold Key Award from Women's Committee

Box 1, Folder 7
Corporate Awards and Recognition Committee 1990-1991
Scope and Contents note
Minutes and agenda of meetings, correspondence, award nomination forms, meeting notice, award guidelines re Corporate Awards and Recognition Committee; material for Volunteer Development Task Force and subcommittees associated with Corporate Awards Committee
Committees

Box 1, Folder 8  Corporate Awards and Recognition Committee 1989-1992
Scope and Contents note
Agenda and minutes of meetings, meetings calendars, awards nomination standards and forms, committee rosters, correspondence re Corporate Awards and Recognition Committee; copy of speech by President Bush on volunteerism; "United Way Executive Report" newsletter

Box 1, Folder 10  Committees 1981
Scope and Contents note
Memorandums, policy plans, committee goals, programs by or about various UW Committee; newsletters from United Way

Box 2, Folder 9  Child Care Committee undated
Scope and Contents note
Report by Corporate Child Care Committee

Box 4, Folder 2  Committees 1978-1986
Scope and Contents note
Memorandums, meeting minutes, agency lists, salary guideline, organizational plans, program statements re Corporate Agency Services Agency Relations Committees; LA City & County Human Relations report; Koreatown report; agency/United Way agreement

Box 4, Folder 3  Committees 1990-1991
Scope and Contents note
Rosters, minutes, service provider resumes, assistance rating worksheets, meeting announcements, UW agency data request forms for Agency Technical Assistance Committee, Metropolitan Region Admissions Committee

Box 4, Folder 4  Committee 1991
Scope and Contents note
Meeting announcements & agenda, financial pro formas, projects summary, correspondence, consultants' bills, work forms and plans, service provider interview schedule, agency requests for technical assistance re Technical Assistance Committee/Management Assistance

Box 1, Folder 9  Agency Admissions 1983
Scope and Contents note
Task force and committee reports, applications review form, admissions plan statement, memorandum, admissions policy statements re admission of agencies to United Way

Reports
Scope and Content
Because of the need to administer its resources wisely, the United Way has generated or acquired a large number of studies, research papers, and reports on social conditions and areas of Los Angeles. This work, both published and unpublished, has been placed in the series with the generic title, "Reports."

Box 2, Folder 3  Information and Referral Study 1978
Scope and Contents note
"Report of the Los Angeles County Information and Referral Study." Sponsored by United Way Inc. et al.
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<th>Box, Folder</th>
<th>Title</th>
<th>Scope and Contents note</th>
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<tr>
<td>2, 4</td>
<td>Mental Health Care 1969</td>
<td>Unpublished paper on mental health care written for United Way</td>
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<td>2, 5</td>
<td>Pacific/Asian report 1978</td>
<td>Pacific/Asian Study Committee Report re UW agencies and &quot;Pacific/Asians&quot;</td>
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<td>2, 6</td>
<td>Volunteer Paper 1967</td>
<td>Unpublished paper on youth volunteerism written by Betty Gray Seldner, of United Way</td>
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<td>2, 8</td>
<td>All Nations Foundation 1967</td>
<td>Study of All Nations Foundation by United Way and other organizations</td>
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<td>2, 11</td>
<td>Jarvis/Gann Study circa 1978</td>
<td>United Way study of impact of Jarvis/Gann tax reform on local governments and schools</td>
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<td>3, 1</td>
<td>Child Care Study 1973</td>
<td>&quot;Region V Child Care Study. A Project of United Way Region V Planning Division.&quot; Final report by Sirel Forster (three copies, including one photocopy, one rough draft)</td>
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<tr>
<td>3, 2</td>
<td>Child Care Report 1974</td>
<td>Report by Marie Foley on Region V Child Care Study (see Box 3, folder 1)</td>
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<tr>
<td>3, 3</td>
<td>Reports/Planning Council 1975, 1982</td>
<td>UW Region V studies on Torrance YMCA and on illegal immigrants in central Los Angeles; Planning Council memoranda, planning memo, meeting minutes; Central Region Priorities Study</td>
</tr>
</tbody>
</table>
Box 3, Folder 8  **Guide/Reports 1972-1973**
Scope and Contents note
Guide to services in Harbor area; report on alcoholism and on Central Los Angeles Region budgeting

Box 3, Folder 9  **Residential Care Survey 1976**
Scope and Contents note
Survey of residential care facilities for children and adolescents in Los Angeles County (2 copies)

Box 3, Folder 10  **Area Studies 1971, 1982**
Scope and Contents note
Study of health/welfare needs for Wilmington; Priorities Committee report for Central Los Angeles region

Box 3, Folder 11  **Government Funding 1982**
Scope and Contents note
UW Planning council report on government funding to United Way Agencies (2 copies)

Box 3, Folder 12  **Reports 1975, 1976, 1983**
Scope and Contents note
UW Planning Council reports on Neighborhood Organizing Program of Pasadena Urban League and on Sickle Cell Anemia Center and on youth violence

Box 3, Folder 13  **Committee Reports 1986, 1988**
Scope and Contents note
Priorities Committee report on United Way funding; Citizens’ Independent Study Committee on questionable United Way transactions

Box 4, Folder 6  **Publications 1974, 1979, 1987**
Scope and Contents note
UW management assistance program; UW state of LA County report; analysis of UW priorities and policies (2 copies)

Box 4, Folder 7  **Publications 1971, 1983, 1987**
Scope and Contents note
Directory of Asian Pacific volunteers; child care study report; regional plan report

Box 5, Folder 8  **Reports 1967**
Scope and Contents note
UW excerpts of 1981-1982 California Governor’s budget; budget priorities plan

Box 5, Folder 10  **Services Identification 1975**
Scope and Contents note
UW reports on “Services Identification System” (4 copies)

Box 6, Folder 1  **Planning for the Aging 1973**
Scope and Contents note
"Planning for the Aging" study, by Los Angeles County Corporate United Way. Introduction, Plan for United Way regions I and II.
| Box 6, Folder 2 | **Planning for the Aging 1973**  
Scope and Contents note  
"Planning for the Aging" study, by Los Angeles County Corporate United Way. Plan for United Way regions III and V. |
| Box 6, Folder 3 | **Reports/Studies 1975, 1979, 1981**  
Scope and Contents note  
Information and referral study report; United Way study of contracting problems between government and non-profit agencies; resource information study and plan |
| Box 6, Folder 4 | **Reports 1973, 1980, 1982**  
Scope and Contents note  
Two reports on housing for seniors (1980, 1982); emergency services referral booklet |
| Box 6, Folder 5 | **Reports/Studies 1973, undated**  
Scope and Contents note  
Koreatown profile report; "Planning for the Aging" study |
| Box 6, Folder 6 | **Social Work Paper 1983**  
Scope and Contents note  
Paper on United Way Gas Assistance Fund, by Jackie Papp for graduate social welfare class |

**Related Agencies**

Scope and Content
This series consists of correspondence, newsletters, reports, rosters, etc. created by or received from other welfare agencies in the Los Angeles region.

| Box 2, Folder 7 | **All Nations Foundation 1965-1967**  
Scope and Contents note  
Memorandums, correspondence, budget allocations re United Way and All Nations Foundation; United Way All Nations Review Committee memoranda and agenda |
| Box 5, Folder 1 | **Welfare Planning Council 1959-1962**  
Scope and Contents note  
| Box 5, Folder 2 | **Community Chest 1962**  
Scope and Contents note  
Information sheet, organizational chart, memorandums, newsletter division responsibilities sheets, assignments for campaign, agenda and committee minutes re Community Chest; correspondence of Rev. Harlan R. Waite of All Nations re Community Chest (water damage) |
| Box 5, Folder 3 | **Community Chest 1953, 1963**  
Scope and Contents note  
Community Chest/United Way newsletter; CC public relations handbook |
| Box 5, Folder 6 | **Cerritos Directory 1972**  
Scope and Contents note  
Directory of social welfare services in Cerritos; prepared by Cerritos College |
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<th>Developmental Disabilities Services 1975-1976</th>
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<td>Scope and Contents note</td>
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