



## Records of the United Way of Northampton and Warren Counties, 1918-1985

<b>Creator:</b>	United Way of Northampton and Warren Counties
<b>Title:</b>	United Way of Northampton and Warren Counties Records
<b>Inclusive Dates:</b>	1918-1985
<b>Bulk Dates:</b>	1950-1983
<b>Extent:</b>	67.75 linear feet (23 bound volumes, 45 boxes)
<b>Abstract:</b>	The records of the United Way of Northampton and Warren Counties provide a rich context for researching the social needs and responses in and around Bethlehem, Pennsylvania in the twentieth century. Agencies belonging to the United Way and its predecessors were involved in providing daycare, healthcare, recreation, housing, meals, and other services for communities in need.
<b>Access to Materials:</b>	The collection is open to researchers in the Bethlehem Room.
<b>Copyright:</b>	The United Way of the Greater Lehigh Valley retains all copyright to items within this collection. Permission to quote and/or publish must be obtained from the United Way.
<b>Preferred Citation:</b>	[Item], The Records of the United Way of Northampton and Warren Counties, 1918-1985. The Bethlehem Area Public Library Local History Collections.

### History of the United Way in Bethlehem, Pennsylvania

What was to become the major fund-raising and planning institution of the Bethlehem and Easton areas has its roots in the Bethlehem War Chest Association founded in 1918. The Association was an effort to support home-front and wartime social service agencies and encouraged Bethlehem residents to unite for a good cause. At the War's end, the Association was replaced by the Bethlehem Community Chest to further the fund-raising efforts and to promote awareness of local agencies supporting social needs in the area.

The Community Chest exhibited the same basic organizational structure throughout its existence. A chairman or president presided over board meetings and administrative affairs. Other officers included a vice-president (first and second), a treasurer (plus an assistant) and an executive secretary. Several committees also made up the Chest, including executive, finance, by-laws, publicity, budget and campaign. Agencies became members of the Chest on a voluntary basis and were required to demonstrate that they provided a necessary and unique service to the community.

In 1970, after celebrating its 50<sup>th</sup> birthday, the Community Chest became known as the Greater Bethlehem Area United Fund. Seven years later, the Bethlehem United Fund merged with the Forks of the Delaware United Fund to create the United Way of Northampton and Warren Counties. The merger came about based on a recommendation of the United Way of America and the efficiency of combined efforts.

The efforts of the Bethlehem Community Chest were greatly supported by the Central Council for Social Service (later known as the Council of Social Agencies) formed in June of 1919. The Council was a means of coordinating social service activities and encouraging cooperation among the various agencies. Its organizational structure consisted of a representative from each member agency acting as a delegate of the Board of Directors and assisted by another officer of that agency. Throughout its existence, the Council worked simultaneously with the Chest to manage planning for social service agencies and was later expanded and eventually incorporated into the United Way.

In 1963, the Bethlehem Council of Social Agencies was absorbed into a valley-wide planning agency that included the Northampton and Lehigh County Councils. The Lehigh Valley Community Council provided planning and consultation services for the Chest and engaged in research projects and studies to determine social needs in the area.

The Lehigh Valley Community Council continued to faithfully serve the newly established United Way until in 1985, as a result of coordination efforts, the Council was dissolved as an independent planning agency and absorbed into the United Way as its Planning and Allocations Division.

## Collection Scope and Contents

The records of the United Way of Northampton and Warren Counties provide a rich context for researching the social needs and responses in this geographic area. Agencies belonging to the United Way and its predecessors were involved in providing daycare, health, recreation, housing, meals, and other services for communities in need.

The records contain the complete board minutes of the Bethlehem Chest and Council as well as the Lehigh Valley Community Council, offering insight into the decision-making processes of these organizations. Historical documents such as constitutions, by-laws and acts of incorporation provide an official record of the various organizations. Publicity and campaign materials illustrate fundraising initiatives and offer insight into the public character of the United Way. The numerous scrapbooks also demonstrate the diverse activities of the United Way and its predecessors through newspaper clippings, correspondence, and forms.

The collection is organized in one main record group: United Way and its predecessors with the records of the Lehigh Valley Community Council and its predecessors constituting a subgroup of the collection. The United Way record group is organized in five series. The **Bethlehem War Chest Records Series** (1918-1919, 1 volume) consists of the minutes of the officers and directors of the Association, including financial records. The **Board of Directors Minutes Series** (1919-1984, 17 volumes, Box 1) contains the board minutes of the Bethlehem Community Chest, the Greater Bethlehem Area United Fund and the United Way of Northampton and Warren Counties. Interlaced within the minute files are historical documents such as acts of incorporation and by-laws, resolutions, as well as financial records documenting the results of fundraising efforts. Additional materials reviewed during board meetings are often included. Examples of this include agency information, committee reports, and committee minutes as well as other items of interest. The **Administrative Files Series** (1967-1970, Box 1) consists of just four folders, three of which contain financial records for 1967 through 1969 and one folder of farewell correspondence addressed to President Paul Budura. The **Merger Records Series** (1973-1976, Box 1) documents the merger between the Greater Bethlehem Area United Fund and the Forks

of the Delaware United Fund in 1977 through correspondence, bylaws, merger agreements and Board minutes. The **News Clippings and Publicity Series** (1947-1980, Box 1 and Oversize Box 45) represents publicity for the United Way through its advertisements in the local press and includes informative articles about fundraising efforts and agency members. The **Scrapbooks Series** (1946-1985, Boxes 11-44) contains 45 scrapbooks created between 1946 and 1985 to document fundraising campaigns and activities. Scrapbooks are divided into three subseries reflecting the different organizations that kept them: Greater Bethlehem Area Community Chest, Easton Community Chest and United Way of Northampton and Warren Counties. Scrapbooks contain a variety of materials including newspaper clippings, fundraising letters, campaign updates, solicitor instructions, forms, reports, and memorabilia.

The Lehigh Valley Community Council Records subgroup is organized in nine series. The **Board of Directors Minutes Series** (1919-1983, 5 volumes, Boxes 2-3) contains the complete board minutes of the Bethlehem Central Council for Social Service (later known as the Council of Social Agencies and the Bethlehem Community Council). In addition, the series contains the board minutes for both the Easton Community Council and the Lehigh Valley Community Council. All three of these organizations merged in 1963 to create the Lehigh Valley Community Council. The complete board minutes of which are also represented in this series. In addition to board minutes, the volumes and folders often include official documents like by-laws, resolutions, financial records and the minutes and reports of LVCC committees. The **Annual Meetings Series** (1964-1985, Box 4) consists of agendas, attendance lists, relevant correspondence, speeches and information about speakers at LVCC annual meetings. The **Annual Reports Series** (1963-1984, Box 4) contains a complete run of LVCC annual reports, many of which are in duplicate. The **Committees Series** (1954-1985, Boxes 4-5) is divided into two subseries: **Standing Committees** and **Special Committees**. The former represents relatively permanent LVCC committees that include Executive, Financial, and Projects Planning. The latter represents temporary research committees gathered for a specific purpose. Each subseries consists mostly of committee minutes and some correspondence. The **Dissolution Records Series** (1982, 1985, Box 6) documents the dissolution of the Lehigh Valley Community Council as an independent organization and its absorption into the United Way of Northampton and Warren Counties. The series contains correspondence, board and committee minutes, proposals and clippings all relevant to the topic. The **Publicity Series** (1964-1985, Box 6) consists of news releases and newsletters from the Council documenting its activities. The **Reference Materials Series** (1948-1988, Boxes 6-9) is divided into eight subseries: **Directories, Manuals, Plans, Proceedings, Proposals, Reports, Studies, and Surveys**. These materials consist of various informative materials based on community resources and/or research projects often funded and supported by the Lehigh Valley Community Council. The **Subject Files Series** (1962-1985, Box 9) consists of information relating to programs, conferences and issues directly relating to LVCC activities and interests. The **News Clippings Series** (1937, 1960-1985, Box 10) consists of newspaper clippings from the local press (Globe Times, Easton Express, etc.) about the Lehigh Valley Community Council. Articles cover Council administration, events, activities, member agencies, and issues of import.

## Organization of the United Way Collection

The collection is organized in one main record group, the United Way Records, and its subgroup, the Lehigh Valley Community Council Records.

Record Group: **United Way of Northampton and Warren Counties Records (1918-1984)**

- 1) Series: The Bethlehem War Chest Records (1918-1919)
- 2) Series: Board of Directors Minutes (1919-1984)
- 3) Series: Administrative Files (1967-1970)
- 4) Series: Merger Records (1973-1976)
- 5) Series: News Clippings and Publicity (1947-1980)
- 6) Series: Scrapbooks (1946-1985)

Subgroup: **Lehigh Valley Community Council Records (1919-1985)**

- 1) Series: Board of Directors Minutes (1919-1983)
- 2) Series: Annual Meetings (1964-1985)
- 3) Series: Annual Reports (1963-1984)
- 4) Series: Committees (1954-1985)
- 5) Series: Dissolution Records (1982, 1985)
- 6) Series: Publicity (1964-1985)
- 7) Series: Reference Materials (1948-1988)
- 8) Series: Subject Files (1962-1985)
- 9) Series: News Clippings (1937, 1960-1985)

**Index Terms**

The United Way Collection is indexed under the following terms in the Bethlehem Area Public Library Catalog.

**Organizations:**

United Way of Northampton and Warren Counties.

United Way of the Greater Lehigh Valley.

Bethlehem War Chest Association.

Bethlehem Community Chest.

Bethlehem Council of Social Agencies.

Easton Area Community Chest.

Easton Area United Fund.

Forks of the Delaware United Fund.

Greater Bethlehem Area Community Chest.

Greater Bethlehem Area United Fund.

Lehigh Valley Community Council.

**Subjects:**

Charities

Community organization

Fund raising

Human services

Social institutions

Social problems

Social work administration – Lehigh River Valley (Pa.)

Family services – Lehigh River Valley (Pa.)

Social service – Finance – Lehigh River Valley (Pa.)

## Container List: An Inventory of the Collection's Contents.

The following section of the finding aid provides a detailed list of the boxes and folders that house the collection. It is meant to provide the researcher with an idea of the collection's contents and to aid in helping the researcher find a particular area of interest. The researcher is encouraged to search the inventory and provide the reference librarian with a request to see a particular folder.

### Record Group: **United Way of Northampton and Warren Counties Records (1918-1984)**

#### **Series: The Bethlehem War Chest Records (1918-1919)**

This series consists of the minutes of the officers and directors of the Association. Founding documents as well as financial records are included in this bound volume.

Bethlehem War Chest Association Board Minutes April 10, 1918-Dec. 30, 1919

#### **Series: Board of Directors Minutes (1919-1984)**

This series contains the board minutes of the Bethlehem Community Chest, the Greater Bethlehem Area United Fund and the United Way of Northampton and Warren Counties. Interlaced within the minute files are historical documents such as acts of incorporation and by-laws, resolutions, as well as financial records documenting the results of fundraising efforts. Additional materials reviewed during board meetings are often included. This might include agency information, committee reports, and committee minutes as well as other items of interest. (Folders of loose items are located in document case 1. Loose pages are filed alphabetically by title or subject.)

Bethlehem Community Chest, Inc.	
Box 45, Fol. 1 <b>OVERSIZE</b>	Volume 1, Nov. 12, 1919-Jan. 11, 1926 (1 folder of loose pages includes Trial Balance (1924-1925) and notes from the first drive and comparative statement of receipts and disbursements)
Box 1, Fol. 1	Volume 2, Jan. 18, 1926-May 31, 1930 (1 folder of loose pages includes Trial Balance (1926, 1929-30), financial statements and outgoing letters to agencies)
Box 1, Fol. 1	Volume 3, June 1, 1930- May 31, 1933 (1 folder includes financial statement)
Box 45, Fol. 2 <b>OVERSIZE</b>	Volume 4, June 1, 1933-May 31, 1937 (1 folder includes agency financial records (1934-1958))
Box 45, Fol. 2 <b>OVERSIZE</b>	Volume 5, June 1, 1937-May 31, 1941 (1 folder includes handwritten notes)
Box 1, Fol. 1	Volume 6, June 1, 1941-Nov. 30 1944 (1 folder includes payment slips for 1942 campaign.
	Volume 7, Dec. 1, 1944-Nov. 30 1947
	Volume 8, Dec. 1, 1947-Feb. 28, 1952
	Volume 9, March 14, 1952-Feb. 11, 1957
	Volume 10, Feb. 21, 1957-Dec. 16, 1960
Box 1, Fol. 1	Volume 11, Jan. 12, 1961-Dec. 10, 1965 (1 folder of loose pages contains notes 1964-1965, n.d.)

Greater Bethlehem Area Community Chest, Inc.

	Volume 12, Jan. 10, 1966-Dec. 12, 1969 (1 folder contains notes (1965-1967, n.d.))
Box 1, Fol. 1	Greater Bethlehem Area United Fund Volume 13, Jan. 12, 1970-Dec. 8, 1972 Volume 14, Jan. 1973-Dec. 1974 Volume 15, Jan. 1975-June 1977
Box 1, Fol. 1	(1 folder of loose pages contains a retirement resolution) United Way of Northampton and Warren Counties Volume 16, July 1977-May 1979 Volume 17, June 1979-July 1981
Box 1, Fol. 2	Sep. 1981
Box 1, Fol. 3	Oct. 1981
Box 1, Fol. 4	Nov. 1981
Box 1, Fol. 5	Dec. 1981
Box 1, Fol. 6	Jan. 1982
Box 1, Fol. 7	Feb. 1982
Box 1, Fol. 8	March 1982
Box 1, Fol. 9	April 1982 (Allocation meeting minutes missing)
Box 1, Fol. 10	May 1982
Box 1, Fol. 11	June 1982
Box 1, Fol. 12	July-Sep. 1982 (Financial statement missing)
Box 1, Fol. 13	Oct. 1982
Box 1, Fol. 14	Nov.-Dec. 1982
Box 1, Fol. 15	Jan.-Feb. 1983
Box 1, Fol. 16	March-April 1983
Box 1, Fol. 17	May-June 1983 (May 10 <sup>th</sup> Board minutes and June 14 agenda missing)
Box 1, Fol. 18	July-Aug. 1983
Box 1, Fol. 19	Sep. 1983
Box 1, Fol. 20	Oct. 1983
Box 1, Fol. 21	Nov. 1983
Box 1, Fol. 22	Dec. 1983 (Special Board meeting minutes missing)
Box 1, Fol. 23	Jan.-Feb. 1984
Box 1, Fol. 24	March-April 1984
Box 1, Fol. 25	May-June 1984

**Series: Administrative Files (1967-1970)**

This series consists of just four folders, three of which contain financial records for 1967 through 1969 and one folder of farewell correspondence addressed to President Paul Budura.

**Subseries: Financial Records (1967-1969)**

Box 1, Fol. 26	June-Dec. 1967
Box 1, Fol. 27	1968
Box 1, Fol. 28	1969

**Subseries: President's Files (1969-1970)**

Box 1, Fol. 29	Farewell Letters to Dr. Paul Budura, 1969-1970
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**Series: Merger Records (1973-1976)**

This series documents the merger between the Greater Bethlehem Area United Fund and the Forks of the Delaware United Fund in 1977 through correspondence, bylaws, merger agreements and Board minutes.

Box 1, Fol. 30	1973-1974
Box 1, Fol. 31	1975

Box 1, Fol. 32 1976

**Series: News Clippings and Publicity (1947-1980)**

The series represents publicity for the United Way through its advertisements in the local press and includes informative articles about fundraising efforts and agency members.

**Subseries: News Clippings (1947-1980)**

	Bethlehem Community Chest/United Fund
Box 1, Fol. 33	1947-1951, 2 news releases dated 1947 Agencies
Box 1, Fol. 34	General 1959-1960
Box 1, Fol. 35	A-Z 1959-1960
Box 1, Fol. 36	Alcoholism 1959-1960, n.d.
Box 1, Fol. 37	Campaign and Chest Administration 1959-1960, n.d.
Box 1, Fol. 38	Health 1959-1960
Box 1, Fol. 39	1964
Box 1, Fol. 40	1965, n.d.
Box 1, Fol. 41-42	1966, n.d. (2 folders)
Box 1, Fol. 43-44	1967-1968
Box 1, Fol. 45-46	1968-1969, n.d.
Box 1, Fol. 47-48	1971-1972
	Easton Community Chest/United Fund
Box 1, Fol. 49	Administration/Fundraising 1951-1955
Box 1, Fol. 50	Boy Scouts 1951-1955
Box 1, Fol. 51	Children's Aid/Home 1951-1955
Box 1, Fol. 52	Easton Hospital 1951-1955
Box 1, Fol. 53	Girl Scouts 1951-1955
Box 1, Fol. 54	Guidance Center 1951-1955
Box 1, Fol. 55	Home for the Aged, Jewish Center 1951-1955
Box 1, Fol. 56	Salvation Army, Social Agencies 1951-1955
Box 1, Fol. 57	Visiting Nurse Association 1951-1955
Box 1, Fol. 58	Y.M.C.A. 1951-1955
Box 1, Fol. 59	Y.W.C.A. 1951-1955
Box 1, Fol. 60	Jan.-Feb. 1977
Box 1, Fol. 61	March 1977
Box 1, Fol. 62	April-May 1977
Box 1, Fol. 63	June-Aug. 1977, n.d.
	United Way of Northampton and Warren Counties
Box 1, Fol. 64	1980

**Subseries: Publicity (1962-1978)**

Box 45, Fol. 3 <b>OVERSIZE</b>	Forks of the Delaware United Fund campaign memorabilia, press releases 1962-1972
Box 45, Fol. 4-5 <b>OVERSIZE</b>	Magazine clippings, Advertisements 1978 (2 folders)

**Series: Scrapbooks (1946-1985)**

This series consists of 45 scrapbooks created between 1946 And 1985 to document fundraising campaigns and activities. Scrapbooks are divided into three subseries reflecting the different organizations that kept them: Greater Bethlehem Area Community Chest, Easton Community Chest and United Way of Northampton and Warren Counties. Scrapbooks contain a variety of materials including newspaper clippings, fundraising letters, campaign updates, solicitor instructions, forms, reports, and memorabilia. In general, the scrapbooks are in poor condition. The paper has, in some cases, become brittle and chipped, newspaper clippings have become

unglued and have stained documents, and the glue or adhesive tape has badly damaged the materials. In some cases, scrapbooks in very poor shape have been taken apart to prevent further damage and to ensure usefulness of the item. In this case, newspaper clippings have been photocopied and materials have been placed in envelopes and folders. Items in folders are generally arranged into categories such as letters, forms, memorabilia, and clippings. The Easton scrapbooks tend to be better organized than their Bethlehem counterparts.

**Bethlehem Community Chest / Greater Bethlehem Area United Fund**

- 1946-1947 Campaign Scrapbook
  - Box 11, Fol. 1 July-Aug. 1946
  - Box 11, Fol. 2 Sep. 1946
  - Box 11, Fol. 3 Oct. 1946
  - Box 11, Fol. 4 Forms, campaign information, lists
  - Box 11, Fol. 5 Clippings
- 1947-1948 Campaign Scrapbook
  - Letters
    - Box 11, Fol. 6 June-Aug. 1947
    - Box 11, Fol. 7 Sep. 1947
    - Box 11, Fol. 8 Oct. 1947
    - Box 11, Fol. 9 Nov. 1947
  - Box 11, Fol. 10 Campaign Flash Cards
  - Box 11, Fol. 11 Forms
  - Box 11, Fol. 12 Clippings
- 1952 Campaign Scrapbook
  - Box 11, Fol. 13 April-Sep. 1952
  - Box 11, Fol. 14 Oct.-Dec. 1952
  - Box 11, Fol. 15 Feb. 1953, n.d.
  - Box 11, Fol. 16 Clippings
- 1953 Campaign Scrapbook
  - Letters
    - Box 11, Fol. 17
    - Box 11, Fol. 18 Forms, information
    - Box 11, Fol. 19 Memorabilia, 3 photographs
    - Box 11, Fol. 20 Clippings
- 1955-1956 Campaign Scrapbook
  - Box 11, Fol. 21 Letters
  - Box 11, Fol. 22 Forms, information
  - Box 11, Fol. 23 Clippings
- 1956 Campaign Scrapbook
  - Letters
    - Box 12, Fol. 1 June-Aug. 1956
    - Box 12, Fol. 2 Sep.-Nov. 1956
    - Box 12, Fol. 3 Forms, instructions
    - Box 12, Fol. 4 Memorabilia
    - Box 12, Fol. 5 Clippings
  - 1956-1962 Year-round Scrapbook
    - Box 12, Fol. 6 Letters, forms 1958-1959, 1961, n.d.
    - Box 12, Fol. 7 Clippings
- Box 13 1957 Campaign Scrapbook  
(1 envelope of loose memorabilia and 1 folder of loose pages)
- Box 14 1958 Campaign Scrapbook  
(1 folder of loose pages and 1 folder of loose clippings)
- Box 15 1959 Campaign Scrapbook  
(1 folder of loose pages)



- Box 16 1960 Campaign Scrapbook  
(1 folder of loose pages dated 1966 found in scrapbook)
- Box 17 1961 Campaign Scrapbook  
(1 folder of loose pages)
- Box 18 1962 Campaign Scrapbook  
(1 folder of loose pages and 1 folder of loose clippings)
- Box 19 1963 Campaign Scrapbook  
(1 folder of loose pages and 1 folder of loose clippings – handle  
scrapbook with extra care)
- 1964 Campaign Scrapbook  
Letters  
Box 12, Fol. 8  
Forms, campaign information  
Box 12, Fol. 9  
Meetings, speeches  
Box 12, Fol. 10  
Clippings (disorderly, many are undated)  
Box 12, Fol. 11  
1964-1965 Social Agencies Facility Scrapbook (2 blueprints)  
Box 12, Fol. 12
- Box 20 1965 Campaign Scrapbook  
(1 folder of loose pages and 1 folder of loose clippings)
- Box 21 1968 Campaign Scrapbook  
(1 folder of photographs – 9 images of Billboard on Hill-to-Hill  
Bridge; 1 folder of loose letters and information; 1 folder of loose  
speeches and 1 folder of loose clippings)
- Box 22 1972 Campaign Scrapbook  
(handle scrapbook with care for newspaper clippings are very  
loose)
- Box 23 1973 Campaign Scrapbook  
(1 folder of additional clippings)
- Box 24 1974 Campaign Scrapbook  
(1 folder of loose pages and clippings)
- Box 25 1975 Campaign Scrapbook  
(1 folder of loose pages and clippings)
- Box 26 1976 Campaign Scrapbook  
(1 folder of loose pages and 1 photograph)

**Easton Community Chest / United Fund**

- 1950-1951 Campaign Scrapbook  
Box 27, Fol. 1 Letters  
Box 27, Fol. 2 Forms, memorabilia  
Box 27, Fol. 3 Clippings
- 1951-1952 Campaign Scrapbook  
Box 27, Fol. 4 Letters  
Box 27, Fol. 5 Forms, memorabilia  
Box 27, Fol. 6 Clippings
- 1952-1953 Campaign Scrapbook  
Box 27, Fol. 7 Letters  
Box 27, Fol. 8 Forms, campaign information  
Clippings
- Box 27, Fol. 9 May-Sep.  
Box 27, Fol. 10 Oct.-Nov., n.d.
- 1953-1954 Campaign Scrapbook  
Box 27, Fol. 11 Letters  
Box 27, Fol. 12 Forms, memorabilia  
Clippings
- Box 27, Fol. 13 Jan.-Sep.  
Box 27, Fol. 14 Oct.-Nov., n.d.

Box 27, Fol. 15	1954-1955 Campaign Scrapbook
Box 27, Fol. 16	Letters
Box 27, Fol. 17	Forms, memorabilia, campaign information
	Clippings
Box 28	1957-1958 Campaign Scrapbook (1 envelope of loose memorabilia)
	1958 Campaign Scrapbook
Box 29, Fol. 1	Letters
Box 29, Fol. 2	Forms, memorabilia
Box 29, Fol. 3	News Bulletin
Box 29, Fol. 4	Clippings
	1959-1960 Campaign Scrapbook
Box 29, Fol. 5	Letters
Box 29, Fol. 6	Forms, memorabilia
Box 29, Fol. 7	Clippings
Box 30	1961 Campaign Scrapbook
Box 31	1963 Campaign Scrapbook
Box 32	1963 General Scrapbook (Includes clippings, publicity, letters, etc. – many pages are loose handle with care)
Box 33	1964 Campaign Scrapbook (1 folder of loose papers and clippings)
Box 34	1965 Campaign Scrapbook (1 folder of loose pages and clippings)
Box 35	1966 Campaign Scrapbook (1 folder of loose pages and clippings)
Box 36	1968 Campaign Scrapbook (1 folder of loose pages and clippings)
Box 37	1969 Campaign Scrapbook
Box 38	1973 Campaign Scrapbook
Box 39	1975 Campaign Scrapbook
Box 40	1976 Campaign Scrapbook

**United Way of Northampton and Warren Counties**

Box 41	1977 Campaign Scrapbook (2 photographs)
Box 42	1978 Campaign Scrapbook
Box 43	1979 Campaign Scrapbook
Box 44	1985 Campaign Scrapbook (1 folder of loose pages and clippings)

Subgroup: **Lehigh Valley Community Council Records (1919-1985)**

**Series: Board of Directors Minutes (1919-1983)**

This series contains the complete board minutes of the Bethlehem Central Council for Social Service (later known as the Council of Social Agencies and the Bethlehem Community Council). In addition, the series contains the board minutes for both the Easton Community Council and the Lehigh County Community Council. All three of these organizations merged in 1963 to create the Lehigh Valley Community Council, the complete board minutes of which are also represented in this series. In addition to board minutes, the volumes and folders often include official documents like by-laws and supplemental information in the form of resolutions, financial records and the minutes and reports of LVCC committees. The completeness of this series allows for a comprehensive view of social service councils in the Lehigh Valley, highlighting social needs in the area through the various agency members and their interaction with the Council. Board minutes are arranged chronologically and often by meeting agendas.

**Subseries: Bethlehem Community Council (1919-1961)**

Bethlehem Central Council for Social Service  
Volume 1, 1919-1933  
Box 2, Fol. 1 (1 folder with minutes from January 13, 1920)  
Volume 2, 1933-1939  
Council of Social Agencies of Bethlehem, Pennsylvania  
Volume 3, 1939-1944  
Volume 4, 1944-1952  
Bethlehem Community Council  
Volume 5, 1953-1961

**Subseries: Easton Community Council (1950-1963)**

Box 2, Fol. 2 History of Easton Council by John C. Hambrook, n.d.  
Board Minutes  
Box 2, Fol. 3 1950-1951  
Box 2, Fol. 4 1952  
Box 2, Fol. 5 1953  
Box 2, Fol. 6 1954  
Box 2, Fol. 7 1955  
Mid Delaware Valley Community Council  
Box 2, Fol. 8 Jan.-May 1956  
Box 2, Fol. 9 May-Nov. 1956  
Box 2, Fol. 10 1957  
Box 2, Fol. 11 1958  
Box 2, Fol. 12 1960-1961  
Northampton County Community Council  
Box 2, Fol. 13 Constitution, 1961  
Box 2, Fol. 14 Minutes, 1961-1962  
Box 2, Fol. 15 Publicity, 1962-1963

**Subseries: Lehigh County Community Council (1944-1960)**

Board Minutes  
Box 2, Fol. 16 1944-1945  
Box 2, Fol. 17 1948  
Box 2, Fol. 18 1949  
Box 2, Fol. 19 1950  
Box 2, Fol. 20 1951  
Box 2, Fol. 21 Feb.-June 1952  
Box 2, Fol. 22 July-Oct. 1952

Box 2, Fol. 23	Nov.-Dec. 1952
Box 2, Fol. 24	Jan.-March 1953
Box 2, Fol. 25	April-Aug. 1953
Box 2, Fol. 26	Sep.-Dec. 1953
Box 2, Fol. 27	Jan.-May 1954
Box 2, Fol. 28	June-Dec. 1954
Box 2, Fol. 29	Jan.-June 1955
Box 2, Fol. 30	Sep.-Dec. 1955
Box 2, Fol. 31	1956
Box 2, Fol. 32	1957
Box 2, Fol. 33	1958
Box 2, Fol. 34	1959-1960

**Subseries: Lehigh Valley Community Council (1962-1983)**

Board Minutes

Box 2, Fol. 35	1962-1964
Box 2, Fol. 36	Jan. 1965
Box 2, Fol. 37	Feb.-March 1965
Box 2, Fol. 38	April 1965
Box 2, Fol. 39	June-Aug. 1965
Box 2, Fol. 40	Sep.-Oct. 1965
Box 2, Fol. 41	Nov. 1965
Box 2, Fol. 42	Dec. 1965
Box 2, Fol. 43	Jan-Feb. 1966
Box 2, Fol. 44	March-April 1966
Box 2, Fol. 45	May-July 1966
Box 2, Fol. 46	Sep.-Oct. 1966
Box 2, Fol. 47	Nov.-Dec., 1966
Box 2, Fol. 48	Jan.-Feb. 1967
Box 2, Fol. 49	March-April 1967
Box 2, Fol. 50	May-June 1967
Box 2, Fol. 51	Sep. 1967
Box 2, Fol. 52	Oct.-Dec. 1967
Box 2, Fol. 53	Jan.-Feb. 1968
Box 2, Fol. 54	March-April 1968
Box 2, Fol. 55	May-June 1968
Box 2, Fol. 56	Sep.-Oct. 1968
Box 2, Fol. 57	Nov.-Dec. 1968
Box 2, Fol. 58	Jan.-Feb. 1969
Box 2, Fol. 59	March-April 1969
Box 2, Fol. 60	May-June 1969
Box 2, Fol. 61	Sep.-Oct. 1969
Box 2, Fol. 62	Nov.-Dec. 1969
Box 2, Fol. 63	Feb.-March 1970
Box 2, Fol. 64	April 1970
Box 2, Fol. 65	June-Aug 1970
Box 2, Fol. 66	Sep.-Oct. 1970
Box 2, Fol. 67	Nov.-Dec. 1970

Box 3, Fol. 1	Jan-Feb. 1971
Box 3, Fol. 2	March-April 1971
Box 3, Fol. 3	May-June 1971
Box 3, Fol. 4	Sep.-Oct. 1971
Box 3, Fol. 5	Nov-Dec. 1971
Box 3, Fol. 6	Jan.-Feb 1972
Box 3, Fol. 7	March-April 1972
Box 3, Fol. 8	June 1972
Box 3, Fol. 9	Sep.-Oct. 1972
Box 3, Fol. 10	Nov.-Dec. 1972
Box 3, Fol. 11	Jan.-Feb. 1973
Box 3, Fol. 12	March-April 1973

Box 3, Fol. 13	June 1973
Box 3, Fol. 14	Sep.-Oct. 1973
Box 3, Fol. 15	Nov.-Dec. 1973
Box 3, Fol. 16	Jan.-Feb. 1974
Box 3, Fol. 17	March-April 1974
Box 3, Fol. 18	May-June 1974
Box 3, Fol. 19	Sep.-Oct. 1974
Box 3, Fol. 20	Nov.-Dec. 1974
Box 3, Fol. 21	Jan.-Feb. 1975
Box 3, Fol. 22	March-April 1975
Box 3, Fol. 23	May-June 1975
Box 3, Fol. 24	Sep. 1975
Box 3, Fol. 25	Oct.-Nov. 1975
Box 3, Fol. 26	Dec. 1975
Box 3, Fol. 27	Jan. 1976
Box 3, Fol. 28	Feb. 1976
Box 3, Fol. 29	March-April 1976
Box 3, Fol. 30	May-June 1976
Box 3, Fol. 31	Sep.-Oct. 1976
Box 3, Fol. 32	Nov.-Dec. 1976
Box 3, Fol. 33	Jan.-Feb. 1977
Box 3, Fol. 34	March 1977
Box 3, Fol. 35	April 1977
Box 3, Fol. 36	June 1977
Box 3, Fol. 37	Sep.-Oct. 1977
Box 3, Fol. 38	Nov.-Dec. 1977
Box 3, Fol. 39	Jan.-Feb. 1978
Box 3, Fol. 40	March-April 1978
Box 3, Fol. 41	May-Aug. 1978
Box 3, Fol. 42	Sep.-Oct. 1978
Box 3, Fol. 43	Nov.-Dec. 1978
Box 3, Fol. 44	Jan.-Feb. 1979
Box 3, Fol. 45	March-April 1979
Box 3, Fol. 46	June-Sep. 1979
Box 3, Fol. 47	Oct. 1979
Box 3, Fol. 48	Nov.-Dec. 1979
Box 3, Fol. 49	Jan.-Feb. 1980
Box 3, Fol. 50	March-April 1980
Box 3, Fol. 51	May-June 1980
Box 3, Fol. 52	Sep.-Oct. 1980
Box 3, Fol. 53	Nov.-Dec. 1980
Box 3, Fol. 54	Jan.-Feb. 1981
Box 3, Fol. 55	March-April 1981
Box 3, Fol. 56	May-June 1981
Box 3, Fol. 57	Sep. 1981
Box 3, Fol. 58	Oct.-Dec. 1981
Box 3, Fol. 59	Jan.-Feb. 1982
Box 3, Fol. 60	March-April 1982
Box 3, Fol. 61	May 1982
Box 3, Fol. 62	June 1982
Box 3, Fol. 63	Sep.-Oct. 1982
Box 3, Fol. 64	Nov.-Dec. 1982
Box 3, Fol. 65	Jan.-Feb. 1983
Box 3, Fol. 66	March-April 1983
Box 3, Fol. 67	May 1983
Box 3, Fol. 68	June 1983

**Series: Annual Meetings (1964-1985)**

This series consists of agendas, attendance lists, relevant correspondence, speeches and information about speakers at LVCC annual meetings. Included in the files are hand-written notes concerning meeting preparations, photocopied newspaper clippings and publicity for the

meetings. Materials are arranged in chronological order. A guide in folder 1 provides an overview of key speakers for meetings between 1964 and 1978.

Box 4, Fol. 1	Guide [1979]
Box 4, Fol. 2	1964
Box 4, Fol. 3	1965
Box 4, Fol. 4	1966
Box 4, Fol. 5	1967
Box 4, Fol. 6	1968
Box 4, Fol. 7	1969
Box 4, Fol. 8	1970
Box 4, Fol. 9	1971
Box 4, Fol. 10	1972
Box 4, Fol. 11	1973
Box 4, Fol. 12-13	1974
Box 4, Fol. 14	1975
Box 4, Fol. 15	1976
Box 4, Fol. 16	1977
Box 4, Fol. 17	1978
Box 4, Fol. 18	1979
Box 4, Fol. 19	1980
Box 4, Fol. 20	1981
Box 4, Fol. 21-22	1982
Box 4, Fol. 23-24	1983
Box 4, Fol. 25-26	1984
Box 4, Fol. 27	1985

**Series: Annual Reports (1963-1984)**

This series contains a complete run of LVCC annual reports, many of which are in duplicate. Reports are arranged in chronological order.

Box 4, Fol. 28	1963, 1964-1964, 1965-1966
Box 4, Fol. 29	1966-1967 (2), 1967-1968 (2), 1968-1969
Box 4, Fol. 30	1969-1970, 1970-1971 (2), 1971-1972 (2)
Box 4, Fol. 31	1972-1973 (3), 1973-1974 (2)
Box 4, Fol. 32	1974-1975, 1975-1976, 1977-1978 (3)
Box 4, Fol. 33	1978-1979, 1979-1980 (2)
Box 4, Fol. 34	1980-1981 (3), 1981-1982 (3)
Box 4, Fol. 35	1982-1983 (3), 1983-1984 (2)

**Series: Committees (1954-1985)**

This series is divided into two subseries: **Standing Committees** and **Special Committees**. The former represents relatively permanent LVCC committees that includes Executive, Financial, and Projects Planning. The latter represents temporary research committees gathered for a specific purpose. Each subseries consists mostly of committee minutes and some correspondence. Records in this series illustrate the administrative functions of the Council as well as its responses, through the creation of special committees, to social needs in the Lehigh Valley.

**Subseries: Standing Committees (1963-1984)**

	Executive Committee
Box 4, Fol. 36	1965-1966
Box 4, Fol. 37	1967-1968
Box 4, Fol. 38	1969
Box 4, Fol. 39	1970, 1972
Box 4, Fol. 40	1974
Box 4, Fol. 41	1975, 1977
Box 4, Fol. 42	1978
Box 4, Fol. 43	1980

Box 4, Fol. 44	1981
Box 4, Fol. 45	1982
Box 4, Fol. 46	1983
	Finance Committee
Box 4, Fol. 47	1966, 1968, 1972, 1979
	Government Relations Committee
Box 4, Fol. 48	1982
	Information & Referral Network Managing Committee
Box 4, Fol. 49	Background files, original proposal 1979, 1981-1982
	Committee Minutes
Box 4, Fol. 50	July-Oct. 1981
Box 4, Fol. 51	Nov.-Dec. 1981
Box 4, Fol. 52	Jan.-Feb. 1982
Box 4, Fol. 53	March-April 1982
Box 4, Fol. 54	May 1982
Box 4, Fol. 55	June 1982
Box 4, Fol. 56	July-Aug. 1982
Box 4, Fol. 57	Sep.-Oct. 1982
Box 4, Fol. 58	Nov.-Dec. 1982
Box 4, Fol. 59	Jan. 1983
Box 4, Fol. 60	Feb. 1983
Box 4, Fol. 61	March 1983
Box 4, Fol. 62	April 1983
Box 4, Fol. 63	May-June 1983
	Correspondence
Box 4, Fol. 64	Jan.-March 1982
Box 4, Fol. 65	April 1982
Box 4, Fol. 66	May-Nov. 1982
Box 4, Fol. 67	Jan. 1983
Box 4, Fol. 68	Feb. 1983
Box 4, Fol. 69	July-Oct. 1983
	Data Collection Systems
Box 4, Fol. 70	1981-1983
	Problem/Needs Language
Box 4, Fol. 71	1980-1981
	Program Resource Inventory
Box 4, Fol. 72	1982, n.d.
	Proposals
Box 4, Fol. 73	1981
Box 4, Fol. 74	1982, n.d. (1 of 2)
Box 4, Fol. 75	1982, n.d. (2 of 2)
	Status Reports
Box 4, Fol. 76	Staff Activities 1981
Box 4, Fol. 77	1982
	Sub-committees
Box 4, Fol. 78	General 1982-1983
	Professional Advisory Committee
Box 4, Fol. 79	Jan.-July 1982
Box 4, Fol. 80	Aug.-Dec. 1982
Box 4, Fol. 81	Jan.-Feb. 1983
Box 4, Fol. 82	March-April 1983
Box 4, Fol. 83	May-June 1983
	Long Range Planning Committee
	Committee Minutes
Box 5, Fol. 1	1978
Box 5, Fol. 2	Jan. 1979
Box 5, Fol. 3	Feb.-April 1979
Box 5, Fol. 4	Aug.-Dec. 1979
Box 5, Fol. 5	1981
Box 5, Fol. 6	1982

	Long Range Plan
Box 5, Fol. 7	1979
Box 5, Fol. 8	1981
Box 5, Fol. 9	1982-1986 (dated 1981)
	Membership & Review Committee
Box 5, Fol. 10	Jan.-Feb. 1980
Box 5, Fol. 11	March-April 1980
Box 5, Fol. 12	May-June 1980
Box 5, Fol. 13	Sep.-Oct. 1980
Box 5, Fol. 14	Nov.-Dec. 1980
Box 5, Fol. 15	1981
Box 5, Fol. 16	1982
Box 5, Fol. 17	1983
	Nominating Committee
Box 5, Fol. 18	Reports 1963-1984
	Personnel Committee
Box 5, Fol. 19	1968-1969, 1974
	Projects Planning Committee
Box 5, Fol. 20	July-Aug. 1965
Box 5, Fol. 21	Sep.-Nov. 1965
Box 5, Fol. 22	Dec. 1965
Box 5, Fol. 23	Jan.-April 1966
Box 5, Fol. 24	June-Dec. 1966
Box 5, Fol. 25	1968-1969
Box 5, Fol. 26	1971-1972, 1975, 1979
	Public Relations Committee
Box 5, Fol. 27	1966, 1968-1971
	United Way and Community Council Presidents & Executives
Box 5, Fol. 28	1980-1981

**Subseries: Special Committees (1954-1985)**

	Bethlehem Community Council
Box 5, Fol. 29	Family Child Welfare Study Committee 1954-1956, n.d.
Box 5, Fol. 30-31	Lehigh County Community Council 1958-1961
	Lehigh Valley Community Council
	4-C
Box 5, Fol. 32	General 1959-1971, n.d.
	Steering Committee
Box 5, Fol. 33	1970-1971 (1 of 3)
Box 5, Fol. 34	1971 (2 of 3)
Box 5, Fol. 35	1971-1974 (3 of 3)
	Ad-Ag
Box 5, Fol. 36	Adolescent Parenthood Comm. 1970; Adoption Survey Comm. 1966; Agency Breakfasts Planning Comm. 1966, 1970-1971; Aging, Comm. on 1969-1970
Box 5, Fol. 37	Alcohol & Drug Abuse Committee 1970
	Allocations Committee
Box 5, Fol. 38	1982
Box 5, Fol. 39	1983
Box 5, Fol. 40	1984
Box 5, Fol. 41	1985
	B
Box 5, Fol. 42	Bethlehem Agencies with Camping Programs 1971; Bethlehem Senior Citizen's Council 1970
	C
Box 5, Fol. 43	Camp Harmony 1969-1970; Community Chest ... 1968
	Daycare Committee
Box 5, Fol. 44-46	1966-1970
	De-tox Committee
Box 5, Fol. 47	1982
Box 5, Fol. 48-49	1983



Box 5, Fol. 50	1984, n.d.
Box 5, Fol. 51	Diagnostic and Treatment Center 1965-1966 Easton Youth
Box 5, Fol. 52	1971, 1977-1978
Box 5, Fol. 53	1979
Box 5, Fol. 54	June-Sep. 1983
Box 5, Fol. 55	Oct.-Dec. 1983
Box 5, Fol. 56	Jan.-Feb. 1984
Box 5, Fol. 57	March 1984-Oct. 1985
Box 5, Fol. 58	n.d.
	Family Centered Services
Box 5, Fol. 59	1965-March 1966
Box 5, Fol. 60	May 1966-Nov. 1966
Box 5, Fol. 61	1968
Box 5, Fol. 62	Feasibility Committee 1970
	G-H
Box 5, Fol. 63	Group Work Seminar (Planning Committee) 1965-1970; Health Study Comm. 1968; Homemaker Service Comm. 1963
	I-L
Box 5, Fol. 64	Information and Referral Bureau Study 1966; Lehigh Valley Rehabilitation Council 1971
	Lehigh County Executive Planning Committee
Box 5, Fol. 65	1976
Box 5, Fol. 66	1977
	Northampton County Social Services Coordinating Committee
Box 5, Fol. 67	1976
Box 5, Fol. 68	1977
	N-P
Box 5, Fol. 69	Nursing Agency Liaison 1965; Pre-School Vision 1970; Professional Advisory Comm. 1966, 1968-1969, n.d.; Psychiatric Services 1970
Box 5, Fol. 70	Oversight Committee 1977-1979, n.d.
	R-S
Box 5, Fol. 71	Rehabilitation Planning Committee 1965; Salary Survey Comm. 1968; Salvation Army Comm. 1966; Systematic Review/Character Building 1965-1966
Box 5, Fol. 72	Tri-City 1966; VNA (Visiting Nurse Association) Homemaker Services 1971
Box 5, Fol. 73	Volunteer Bureau Committee 1969-1970
Box 5, Fol. 74	Youth Services Committee 1971-1972

**Series: Dissolution Records (1982, 1985)**

This series documents the dissolution of the Lehigh Valley Community Council as an independent organization and its absorption into the United Way of Northampton and Warren Counties. The series contains correspondence, board and committee minutes, proposals and clippings all relevant to the topic.

Box 6, Fol. 1	1982
Box 6, Fol. 2	Jan. 1985
Box 6, Fol. 3	Feb.-March 1985
Box 6, Fol. 4	April 1985
Box 6, Fol. 5	May-June 1985
Box 6, Fol. 6	n.d.

**Series: Publicity (1964, 1966-1985)**

This series consists of news releases and newsletters from the Council documenting its activities. The materials in this series offer insight into the Council's relationship with the press and the development of its public image.

**Subseries: News Releases (1970-1984)**

Box 6, Fol. 7	1970
Box 6, Fol. 8	1971
Box 6, Fol. 9	1972
Box 6, Fol. 10	1973
Box 6, Fol. 11	1974
Box 6, Fol. 12	1975
Box 6, Fol. 13	1976
Box 6, Fol. 14	1977
Box 6, Fol. 15	1978
Box 6, Fol. 16	1979
Box 6, Fol. 17	1980-1981
Box 6, Fol. 18	1982-1983
Box 6, Fol. 19	1984

**Subseries: Newsletters (1964-1985)**

Box 6, Fol. 20	1964, 1966, n.d.
Box 6, Fol. 21	1967
Box 6, Fol. 22	1968
Box 6, Fol. 23	1969
Box 6, Fol. 24	1970
Box 6, Fol. 25	1971
Box 6, Fol. 26	1972
Box 6, Fol. 27	1973
Box 6, Fol. 28	1974
Box 6, Fol. 29	1975
Box 6, Fol. 30	1976
Box 6, Fol. 31	1977-1978
Box 6, Fol. 32	1979
Box 6, Fol. 33	1980-1981
Box 6, Fol. 34	1982-1983
Box 6, Fol. 35	1984-1985, n.d.

**Series: Reference Materials (1948-1988)**

This series is divided into eight subseries: **Directories, Manuals, Plans, Proceedings, Proposals, Reports, Studies, and Surveys**. The series consists of various informative materials based on community resources and/or research projects often funded and supported by the Lehigh Valley Community Council. This series perhaps best reflects the information-gathering nature of the Council. Materials span a wide range of subjects, ranging from child care to neighborhood centers, offering a window to the most critical social issues affecting the Lehigh Valley. Materials in this series adhere strictly to the titles given to each subseries. In other words, files under the Reports subseries are identified as such on the items themselves. Files in this series are related to materials in other series. For instance, the Reports subseries contains many study committee reports. Additional information about these committees may be found in the Committees Series.

**Subseries: Directories (1964-1983)**

Box 6, Fol. 36	Ambulance Services 1964
Box 6, Fol. 37	Day Camps 1983
Box 6, Fol. 38	Public Officials 1974-1975
	Opportunities for Volunteers
Box 45, Fol. 6 <b>OVERSIZE</b>	1973
Box 45, Fol. 7 <b>OVERSIZE</b>	1974
	Resources for Serving Transients
Box 6, Fol. 39	1960
Box 6, Fol. 40	1964
Box 6, Fol. 41	Services for Senior Citizens 1973

### **Subseries: Manuals (1972-1988)**

	Admissions & Allocations Committee
Box 6, Fol. 42	pg. I-1 – IV-10 1986
Box 6, Fol. 43	appendices 1986
Box 6, Fol. 44	pg. I-1 – II-19 1987-1988
Box 6, Fol. 45	pg. II-20-III-11 1987-1988
	Board Member Manual
Box 6, Fol. 46	1972-1973
Box 6, Fol. 47	1975-1976
Box 6, Fol. 48	1980-1981
	Lehigh County Human Services Information System Manual
Box 6, Fol. 49-58	1976
	Northampton County Human Services Information System Manual
Box 7, Fol. 1-10	1976
	Salvation Army 1965
Box 7, Fol. 11	pg. 1-25
Box 7, Fol. 12	pg. 26-Exhibit 2
Box 7, Fol. 13	Exhibit 3
Box 7, Fol. 14	Exhibits 4-9
Box 7, Fol. 15	Exhibits 10-13 +
Box 7, Fol. 16	[IV-A and Headstart] n.d.

### **Subseries: Plans (1985-1986)**

	Comprehensive Human Services Plan
	1985
Box 7, Fol. 17	pg. 1-56
Box 7, Fol. 18	pg. 57-140
Box 7, Fol. 19	pg. 141-249
	1987-1988 update (dated 1986)
Box 7, Fol. 20	pg. 1-52
Box 7, Fol. 21	pg. 53-130
Box 7, Fol. 22	pg. 131-236

### **Subseries: Proceedings (1967, 1976)**

Box 7, Fol. 23-24	Comprehensive Care for the Aging 1967
Box 7, Fol. 25	The Making of the Board Member 1977 (dated 1976)

### **Subseries: Proposals (1961-1975)**

Box 7, Fol. 26-27	Bethlehem Area Community Education Program
Box 7, Fol. 26-27	General 1975
Box 45, Fol. 8 <b>OVERSIZE</b>	Agreement 1975
Box 7, Fol. 28	Community Education in Bethlehem [1973]
Box 7, Fol. 29	Health Services to Migrant Workers and their Families in the Lehigh Valley 1963
Box 7, Fol. 30	Merger of the Emmaus Community Nursing Association and the Lehigh County Public Health Nursing Association 1961
Box 7, Fol. 31-32	Salvation Army Capital Building Fund 1967
Box 7, Fol. 33	Senior Citizens Action Committee 1973
Box 7, Fol. 34	Title III Older American Act n.d.
Box 7, Fol. 35	Title IV-A 1970

### **Subseries: Reports (1953-1984)**

Box 7, Fol. 36	13 Public Hearings, A Report from the People 1958
Box 7, Fol. 37	Adoption Committee Report 1966
Box 7, Fol. 38	Alcoholism and Drug Abuse, Report of the Study Committee on 1970
Box 7, Fol. 39	Area Development 1965
Box 7, Fol. 40	Assessment of Agencies' Status in Relation to Community Needs 1968

Box 7, Fol. 41	Blood Service Committee Report 1964
Box 7, Fol. 42	Blood Study Report 1963
Box 7, Fol. 43	Bower Report 1953
Box 7, Fol. 44	Boys' Club of Bethlehem 1965
Box 7, Fol. 45	Budget & Allocations Seminar Report 1967
Box 7, Fol. 46	Cecil Sayre Child Center Report 1967
Box 7, Fol. 47	Character Building Agencies and the Inner-City 1969
Box 7, Fol. 48	Child Day Care and Meals on Wheels 1984
Box 7, Fol. 49	Citizens' Advisory Committee to the Northampton County Commissioners on Gracedale 1964
Box 7, Fol. 50	Confront 1978
Box 7, Fol. 51	Corporate Training by Mr. George Lee, Western Electric Co. 1968
Box 45, Fol. 9	<b>OVERSIZE</b> Current Status of Council Projects 1966
Box 7, Fol. 52	Early Childhood Information Unit 1971
Box 7, Fol. 53	Easton, Report of Survey of n.d.
Box 7, Fol. 54	Easton Area Study, The Full Report of The 1949
Box 7, Fol. 55	The Elderly in Rural Lehigh Valley 1974
Box 7, Fol. 56	Family and Child Welfare Fields, Review of Council Studies and Priority Determination in the 1966-1967
Box 7, Fol. 57	The Forks of the Delaware United Fun, Report to 1968
Box 7, Fol. 58	Health Services, Report of the Committee on 1968
Box 7, Fol. 59	Homemaker Service Committee, Report of 1962
Box 7, Fol. 60	In-Service Training by Mrs. Joseph Potts, President Great Valley Girl Scout Council 1968
Box 7, Fol. 61	Juvenile Bureau, A Report of the 1959
Box 7, Fol. 62	Lehigh County Council on Alcoholism, Report of the Study Committee on the 1969
Box 7, Fol. 63	Lehigh Valley Association for Retarded Children Study Committee, Report of 1969
Box 7, Fol. 64	The Lehigh Valley: Demography and Health 1973
Box 7, Fol. 65	Lehigh Valley Mental Health Association, Report on the 1969-1970
Box 7, Fol. 66	Lehigh Valley Social Service Exchange, Report of the Study Committee on 1969
Box 45, Fold 10	<b>OVERSIZE</b> Major Problems of Concern to Residents of Public Housing in Bethlehem 1968
Box 8, Fol. 1	Northampton County Children's Aid Society, Report of Consultation 1963
Box 8, Fol. 2	Northampton Heights Neighborhood Center Demonstration Project 1967
Box 8, Fol. 3	Nursing Agency Consolidation Discussions between Emmaus Community Nursing Association and Lehigh County Public Health Nursing Association 1961
Box 8, Fol. 4-5	Pennsylvania Association for Retarded Children, Report of Study Committee Evaluating the Lehigh County Chapter 1959 (2 copies)
Box 8, Fol. 6	Personnel Needs, Lehigh County Probation-Parole Office 1958
Box 8, Fol. 7	Police Athletic League, Report of Committee on the 1962
Box 8, Fol. 8	Pre-School Vision Screening Program of the Lehigh County Association for the Blind 1970
Box 8, Fol. 9	Proposed Youth United Proposal n.d.
Box 8, Fol. 10	Protective Services 1961
Box 8, Fol. 11	Protective Services to Children 1962
Box 8, Fol. 12	Residence for Teenage Girls, Allentown Area Council of Churches 1963
Box 8, Fol. 13	Resident Camps Sponsored by United Way Agencies in the Lehigh Valley, 1978
Box 8, Fol. 14-15	School of Social Work at Lehigh University, Report of Feasibility Study for a 1967 (2 copies)
Box 8, Fol. 16	Schorr Report 1956
Box 8, Fol. 17-18	Self-Analysis Committee 1954
Box 8, Fol. 19	Senior Citizens, Sub-Committee on Cedarbrook 1957 Services for Youth
Box 8, Fol. 20	Bethlehem Area 1972
Box 8, Fol. 21	Lehigh County 1971
Box 8, Fol. 22	Social Needs of the Easton Area 1978
Box 8, Fol. 23	Some Problems in Contracting for Federally Assisted Child-Care Services, Report to the Congress 1973 Southeast Neighborhood Center and the Council of Spanish Speaking Organizations Center for Coordinated Social Services 1973

Box 8, Fol. 24 pg. 1-19  
 Box 8, Fol. 25 pg. 20-38  
 Box 8, Fol. 26 United Way Funded Youth Serving Agencies in Easton 1984  
 Box 8, Fol. 27 United Way in Lehigh County, Report to the 1977  
 Box 8, Fol. 28 Valley-Wide Help 1977  
 Visiting Nurse Association  
 Box 8, Fol. 29 1965  
 Box 8, Fol. 30 1969  
 Visiting Nurse Association and Homemaker Services  
 Box 8, Fol. 31 June 1972  
 Box 8, Fol. 32 October 1972  
 Box 8, Fol. 33 Volunteer Bureau Investigation 1967  
 Volunteers of the Youth Enabling Sponsors, Review and Evaluation of  
 the Program and Role of 1977  
 Box 8, Fol. 34 pg. 1-19  
 Box 8, Fol. 35 appendices  
 Box 8, Fol. 36-37 Youth, Report of Study Committee on 1955

**Subseries: Studies (1948-1974)**

Box 8, Fol. 38 Agency Area Services 1964  
 Box 8, Fol. 39-40 Community Welfare Services of Easton and Eastern Northampton County 1953  
 Box 8, Fol. 41 Day Care Study 1967  
 Box 8, Fol. 42 Easton Visiting Nurse Association 1965  
 Box 8, Fol. 43-48 Family-Child Welfare Services 1956  
 Health Facilities and Resources in Northampton County 1964  
 Box 8, Fol. 49 pg. 1-25  
 Box 8, Fol. 50 pg. 27-73  
 Box 8, Fol. 51 pg. 74-149  
 Box 8, Fol. 52 appendix  
 Box 8, Fol. 53 How Healthy is Easton? A Comparative Study of Health Conditions in  
 Pennsylvania Cities 1948  
 Box 8, Fol. 54 Information and Referral, Feasibility Study 1974  
 Box 8, Fol. 55 Lehigh Valley Foster Child Care Study 1974  
 Neurological and Sensory Disease Study  
 Box 8, Fol. 56 1964  
 Box 8, Fol. 57-60 1965  
 Box 8, Fol. 61 Psychiatric Services in Northampton County 1963  
 Box 8, Fol. 62 Services Supported by United Funds in the Lehigh Valley n.d.  
 Box 8, Fol. 63 South Terrace Neighborhood Center, Evaluation Study of the 1969  
 Box 8, Fol. 64-65 The Southern Migrant in Lehigh and Northampton Counties 1961 (2 copies)  
 Box 8, Fol. 66 United States Census 1960  
 Box 8, Fol. 67 Welfare Agencies Study 1966

**Subseries: Surveys (1956-1979)**

Box 9, Fol. 1 Allentown Neighborhood Centers Program Survey 1968  
 Box 9, Fol. 2 Bethlehem Area Recreation Survey 1961  
 Box 9, Fol. 3 Horne-Livingston School District Survey 1966  
 Box 9, Fol. 4 Hospital In-Patient and Out-Patient Clinic Resources in the Lehigh Valley for  
 Alcoholics 1964  
 Box 9, Fol. 5 Human Services Needs Assessment 1979  
 Box 9, Fol. 6-10 Lehigh County Child Welfare Survey 1957 (2 copies)  
 Box 9, Fol. 11-12 Lehigh County Leisure Time Survey 1962  
 Box 9, Fol. 13-16 Lehigh County Older Worker Survey 1960 (2 copies)  
 Box 9, Fol. 17 Lehigh-Northampton County Rehabilitation Survey 1964  
 Box 9, Fol. 18-22 Public Health in Lehigh County, A Survey of 1956  
 Box 9, Fol. 23 Public Health in Northampton County 1951-1952  
 Box 9, Fol. 24-25 Salary Range Guides for 1969 (2 copies)

**Series: Subject Files (1962-1985)**

This series consists of information about programs, conferences and issues directly relating to LVCC activities and interests. Files included in this series consist of published materials such as articles relating to child care, official regulations regarding day care, and projects that go beyond the scope of the Reference Materials Series. Files in this series are often related to committees previously mentioned in the finding aid and/or materials in the Reference series. For instance, a 1969 evaluative study of the South Terrace Neighborhood Center is available in the Reference series under the Studies subseries. Files are arranged alphabetically by subject.

Box 9, Fol. 26	Bethlehem Area Chamber of Commerce 1975 Board Member Institute General
Box 9, Fol. 27	1981
Box 9, Fol. 28	Jan.-Feb. 1982
Box 9, Fol. 29	March 1982
Box 9, Fol. 30	April-Dec. 1982
Box 9, Fol. 31	Committee Minutes 1981-1982
Box 9, Fol. 32	Newspaper Clippings 1981-1982
	Child Care
	Articles
Box 9, Fol. 33	A-L
Box 9, Fol. 34	N-W
Box 9, Fol. 35	Commonwealth Child Development and Day Care Committee 1970-1972
	Lehigh Valley Child Care Program
Box 9, Fol. 36	General 1972, n.d.
Box 9, Fol. 37	Manual 1972
Box 9, Fol. 38	Medical Advisory Committee 1972
Box 9, Fol. 39	Regulations 1969, n.d.
	Resources
Box 9, Fol. 40	A-F
Box 9, Fol. 41	G-W
Box 9, Fol. 42	Community Education 1975-1976, n.d.
	Day Care
	Concerned Citizens for Day Care
Box 9, Fol. 43	General 1972
Box 9, Fol. 44	Minutes 1971-1972
Box 9, Fol. 45-46	Headstart 1969-1972
Box 9, Fol. 47	Licensing and Regulations 1969-1972
Box 9, Fol. 48	Delegate Meetings 1969-1970
	Emergency Food and Shelter Program
Box 9, Fol. 49	Jan.-Feb. 1984
Box 9, Fol. 50	April-May 1984
Box 9, Fol. 51	June-July 1984
Box 9, Fol. 52	Oct. 1984-Feb. 1985
Box 9, Fol. 53	n.d.
Box 9, Fol. 54	Clippings 1983-1984
Box 9, Fol. 55	Human Services Program 1973, n.d.
Box 9, Fol. 56-57	Model Cities/4-C Conference, Sep. 21-22, 1972
Box 9, Fol. 58	Pennsylvania Health Council 1962
Box 9, Fol. 59	The Role of the Churches in the Lehigh Valley in Social Welfare 1968
	South Terrace Neighborhood Center
Box 9, Fol. 60	1964
Box 9, Fol. 61	1965
Box 9, Fol. 62	Jan.-March 1966
Box 9, Fol. 63	April-Nov. 1966
Box 9, Fol. 64	1967
Box 9, Fol. 65	1968
Box 9, Fol. 66	1971-1972
Box 9, Fol. 67	1973

Box 9, Fol. 68	n.d.
	Title IV-A Program
Box 9, Fol. 69	1970-1971
Box 9, Fol. 70	Feb.-April 1972
Box 9, Fol. 71	June-Dec. 1972
Box 9, Fol. 72	1973
Box 9, Fol. 73	1974, n.d.

**Series: News Clippings (1937, 1960-1985)**

The Clippings series consists of newspaper clippings from the local press (Globe Times, Easton Express, etc.) about the Lehigh Valley Community Council. Articles cover Council administration, events, activities, member agencies, and issues of import. Clippings are arranged chronologically and a significant collection of articles about drug abuse between 1978 and 1980 are separated since they were originally found in this manner. Newspaper clippings have been photocopied.

Box 10, Fol. 1	Bethlehem Community Council 1937, 1958, 1960
	Chronological Clippings
Box 10, Fol. 2	1961-1963
Box 10, Fol. 3	1964-1968
Box 10, Fol. 4	1969-1970
Box 10, Fol. 5	1971-1972
Box 10, Fol. 6	1973-1974
Box 10, Fol. 7	1975-1976
Box 10, Fol. 8	1977-1978
Box 10, Fol. 9	1979-1980
Box 10, Fol. 10	1981-1983, 1985
Box 10, Fol. 11	undated, n.d.
	Subject Clippings
Box 10, Fol. 12	Drug Abuse 1978-1980

## **Appendices to the Finding Aid**

Appendices have been compiled from Board of Directors minutes.

**Appendix A:** List of Presidents of the United Way of Northampton and Warren Counties and its predecessors as well as the Lehigh Valley Community Council.

### **List of Presidents:**

#### Bethlehem War Chest Association, Inc.:

H.J. Meyers (1918-1919)

#### Bethlehem Community Chest, Inc.:

W.A. Wilbur (1919-1922)  
James M. Yeakle (1923-1929)  
Robert Pfeifle (1930-1948)  
R.S. Taylor (1949)  
J.C. Knowles (1950-2953)  
W.L. Estes, Jr. (1952-1954)  
Harry Margolis (1954-1956)  
Roderick R. Hauser (1956-1958)  
M.D. Whitaker (1958-1960)  
H.P. McFadden (1960-1962)  
H.M. Schelden (1962-1964)  
F.L. Marcon (1964-1966)  
R.S. Hauptert (1966-1968)  
Paul Budura (1968-1970)  
Mrs. Donald C. Barnum (1970-1972)  
Francis B. Goodwin (1972-1974)  
Reese D. Jones (1974-1976)  
Herman E. Collier, Jr. (1976-1977)

#### United Way of Northampton and Warren Counties

William A. Connor (1977-1979)  
Robert A. Spillman (1979-1981)  
George G. Sause (1981-1983)  
Eleanor A. Boylston (1983-

#### Central Council for Social Service

H. M. Ullman (1919-1921)  
W. L. Estes, Sr. (1921-1940)  
Harriet T. Root (1940-1942)  
Wray H. Congdon (1942-1944)  
Merrill M. Moore (1944-1945)  
Mrs. B. F. Etter (1946-1949)  
Mrs. J. G. Clark (1949-1950)  
F. J. Conahan (1950-1952)  
H. M. Diamond (1952-1954)  
H. P. McFadden (1954-1957)  
Jacob S. Kolb (1957-1960)  
Hugh O. Roberts (1960-1963?)



Lehigh Valley Community Council

G. Whittier Spaulding (1963-1964)  
Mrs. James Walker (1964-1966)  
Dr. Roger Baldwin (1966-1968)  
Alfred T. Williams (1968-1970)  
Andrew Herster (1970-1971)  
George R. Hall (1971-1973)  
James W. Harper (1973-1975)  
Louis C. Roche, Jr. (1975-1977)  
Joseph M. Reibman (1977-1980)  
William E. Diehl (1980-1981)  
Robert Kopecek (1981-1982)  
Duane Erwin (1982-1984)

**Appendix B:** List of United Way Committees.

**Committees of the Bethlehem Community Chest, United Fund and United Way**

1925

Executive  
Budget  
Finance  
Publicity  
Campaign

1937-1938

Executive  
Finance  
By-Laws  
Publicity  
Budget  
Campaign

1943-1944

Executive  
Finance  
By-Laws  
Publicity  
Budget

1950-1951

Executive  
Finance  
By-Laws  
Publicity  
Budget

## Campaign

### 1954-1955

Executive  
Budget  
Campaign  
By-Laws  
Finance  
Public Relations  
Administration & Equipment

### 1970-1971

Executive  
Finance  
Public Relations  
By-Laws  
Personnel  
Admissions & Allocations  
Building & Grounds Maintenance & Operations  
Inter City Committee  
Delegates to Community Council  
Fund Raising Committee  
Central Services

### 1975

#### Standing Committees:

Admissions & Allocations  
By-Laws  
Executive  
Finance  
Public Relations  
Nominating  
Building & Grounds  
Campaign

#### Special Committees:

Bethlehem Area Foundation  
Bicentennial Representatives  
Community Council Delegates  
Community Outreach Representatives  
Community Schools Representatives  
CSP Representatives  
Easton Merger Study  
Human Services Committee  
Lehigh Valley United Fund Cabinet  
Priorities Committee

### 1977

(From Bylaws)

1. Agency Admissions and Allocations Committee: responsible for reviewing and recommending to the Board

- Applications of agencies for membership
  - Additions and changes to the membership agreement
  - Allocations to member agencies
2. Bylaws Committee: responsible for recommending changes in the Bylaws
  3. Executive Committee: in charge of matters that require attention during the interval between meetings of the Board.
  4. Finance Committee: responsible for supervising the collections, transmission and disbursement of the funds of the Corporation and its fiscal policy in general.
  5. Public Relations Committee: responsible for supervising the public relations of the Corporation and the agencies.
  6. Nominating Committee: responsible for proposing names of candidates for election to the Board, and to the Nominating Committee by the membership for the next succeeding year.
  7. Building and Grounds Committee: responsible for reviewing any proposed repair, rehabilitation or replacement of United Way buildings or equipment and make recommendations concerning extent costs to the Board.
  8. Campaign Committee: responsible for administering the annual Corporate Campaign and to recommend annually to the Board a person to serve as Campaign General Chairman and persons to serve as Associate General Chairman.
  9. Personnel Committee: responsible for recommending personnel policies to the Board

**Appendix C:** List of United Way Member Agencies.

**List of Agency Members of the Bethlehem Community Chest, United Fund and United Way**

Original Members

The Children's Home  
 Associated Charities  
 Anti-Tuberculosis Society  
 St. Luke's Hospital  
 Local Day Nursery  
 Baby Health Station

1926

Boy Scouts  
 Children's Aid Society  
 Children's Home  
 Day Nursery  
 Family Welfare Association  
 Girls' Club  
 Public Health Nursing Association  
 St. Luke's Hospital  
 Salvation Army

1931

Blind Association  
 Boy Scouts  
 Children's Aid Society  
 Children's Home  
 Community Center

Day Nursery  
Family Welfare Association  
Girl Scouts  
Salvation Army  
St. Luke's Hospital  
Visiting Nurse Association  
Y.W.C.A.

1935

Blind Association  
Boys Club  
Boy Scouts  
Children's Aid Society  
Children's Home  
Community Center  
Day Nursery  
Family Welfare Association  
Girl Scouts  
Salvation Army  
St. Luke's Hospital  
Visiting Nurse Association  
Y.W.C.A.

1941

Association for the Blind  
Boys' Club  
Boy Scouts  
Children's Aid Society  
Children's Home  
Community Center  
Day Nursery  
Family Welfare Association  
Girl Scouts  
Salvation Army  
St. Luke's Hospital  
Visiting Nurse Association  
Y.W.C.A.

1948-1949

Association for the Blind  
Boy Scouts of America  
Boys' Club of Bethlehem  
Brith Sholom Community Center  
Cecil Sayre Day Nursery  
N.C. Children's Aid Society  
Council of Social Agencies  
Family Welfare Association  
Girl Scout Council  
Girls' Club of Bethlehem  
L.V. Guidance Clinic

L.V. Social Service Exchange  
St. Luke's Hospital  
Salvation Army  
Visiting Nurse Association  
Children's Home (Wiley House)  
Young Men's Christian Association  
Young Women's Christian Association

1970-1971

Association for the Blind  
Boy Scouts  
Boys' Club  
Cecil Sayre Child Center  
Cerebral Palsy  
Children's Aid Society  
Community Center  
Community Services of Penna.  
Council on Alcoholism  
Family Counseling Service  
Girl Scouts  
Girls' Club  
Homemaker Service  
L.V. Community Council  
L.V. Guidance Clinic  
L.V. Mental Health Association  
L.V. Social Service Exchange  
Muhlenberg Medical Center  
Retarded Children  
Salvation Army  
South Terrace Neighborhood Center  
St. Luke's Hospital  
U.S.O.  
Visiting Nurse Association  
Wiley House  
Y.M.C.A.  
Y.W.C.A.

1975

Bethlehem Boys' Club  
Bethlehem Council on Alcoholism  
Boy Scouts  
Brith Sholom Community Center  
Community Services of Pennsylvania  
Endeavor  
Family Counseling Service  
Girl Scouts  
Girls' Club  
Homemaker – Health Aide Service  
L.V. Community Council  
L.V. Guidance Clinic  
L.V. Mental Health  
LARC

Legal Services  
Meals on Wheels  
Muhlenberg Medical Center  
Red Cross  
Salvation Army  
Saucon Valley Community Center  
Sayre Child Center  
South East Neighborhood Center  
Spanish Council  
St. Luke's Hospital  
United Cerebral Palsy  
Valley Youth House  
Visiting Nurse Association  
Wiley House  
Y.M.C.A.  
Y.W.C.A.

1980

Abilities of Northwest Jersey  
Alcohol & Drug  
American Red Cross  
Bethlehem Senior Citizens  
Boy Scouts  
Boys' Club  
Brith Sholom Community Center  
Community Outreach  
Council on Alcoholism & Abuse  
Council of Spanish Speaking  
Easton Neighborhood Center  
Easton Area Volunteers Association  
Endeavor  
Family Counseling Service  
Family Guidance Center  
Firth Youth Center  
Girl Scouts  
Girls' Club  
Homemaker – Health Aide Service  
Homemaker  
Lehigh Valley Association for Retarded Citizens  
Lehigh Valley Community Council  
Lehigh Valley Guidance Clinic  
Lehigh Valley Legal Services  
Meals on Wheels  
Muhlenberg Medical Center  
Norwescap, Inc.  
Nursery School  
Project  
St. Anthony's Youth Center  
St. Luke's Hospital  
Salvation Army  
Saucon Valley Community Center  
Sayre Child Center  
Southeast Neighborhood Center  
United Cerebral Palsy

United Way of Pennsylvania  
Valley Youth House  
Visiting Nurse Association  
Warren County – Retarded Citizens  
Wiley House  
Y.M.C.A.  
Y.W.C.A.