BOX 1

Group 1: History of Williamsport Y.W.C.A.

Folder 1
- First Board List
- Other Board Members List
- Past Presidents List, 3 copies, 1 annotated to 1961.
- Historical Data of Williamsport Y.W.C.A.
- History of the Young Woman’s Christian Association, 1938? 2 copies.
- [Y.W.C.A. severs ties with Walnut St. branch] 1930?

Group 2: Board of Managers/Board of Directors

Folder 2-2 Board of Managers & Committee. Journal. 1902
Folder 2-10 Board of Directors. Scrapbook of Minutes & other documents, Jan. 11, 1926 – Mar. 19, 1940. See BOX 5.

Group 3: Budget

Folder 3-1 Budget Reports. 1935-1939.

Group 4: Policies

Folder 4-1 Administration Policies, 1937-1956.

Group 5: New Building

Folder 5-1 Building Dedication Program
Folder 5-3 Executive Committee Reports & other documents, May & June 1927.
Folder 5-4 Building Fund Campaign, 1927. Five letters with pamphlets and envelopes:
- (1) Do for Our Girls What We’ve Done for Our Boys
- (2) This Modern City Needs a Modern YWCA. (Pamphlet & envelope missing.)
- (3) For the Home Girls and the Girls Away from Home
- (4) For Williamsport’s Girlhood—The Women of Tomorrow
- (5) Give a Gift to Girlhood
Folder 5-7 Approximation of Williamsport YWCA Building Campaign Costs, May 7, 1927.

Folder 6-2 Reproduction of pen and ink drawing of new building. Lawrie & Green.
Folder 6-3 Plan of ground floor.

Group 7: Furnishings
Folder 7-1 Notes & spreadsheet on furniture needs for each room.
Folder 7-2 Specifications Covering Furnishings and Equipment, 4 copies.
Folder 7-3 Specifications Covering Kitchen Equipment, 1 master & 2 copies. Comparison of kitchen equipment vendors.
Folder 7-4 Specifications for Window Shades.

Group 8: Vendor Bids on Furnishings & Equipment.
Folder 8-1 Albert Pick-Barth Company. Kitchen equipment.
Folder 8-4 Culler Furniture Company. Bid for office furniture.
Folder 8-5 Landon-Gleckner Music Company. Mattresses & window shades.
Folder 8-6 A.H. Heilman & Company. Furniture (includes envelope from Brenemen Co. containing window shade samples.
Folder 8-7 H.L. Hoechstetter & Company. Silverware & china.
Folder 8-8 Chas. L Hutchinson. Window shades.
Folder 8-9 Kaplan Furniture Company. Furniture.
Folder 8-10 S. Karpen & Bros. Furniture. Includes catalog pages of sofas & chair samples.
Folder 8-12 Meghan & Meghan. Rugs.
Folder 8-13 Nestle's Equipment Company. Linens.
Folder 8-14 Neyhart Hardware Company. Office furniture, furniture & floor coverings.
Folder 8-15 Office Equipment Company. Includes 3 folders of desk & chair catalog illustrations.
Folder 8-16 Page Furniture Company. Furniture.
Folder 8-17 Remington Rand Business Services, Inc. Office furniture & typewriters.
Folder 8-18 Smith Printing Company. Furniture & office furniture. Includes brochure for Ideal Folding Chair.
Folder 8-21 Valentine-Seaver Company. Sofas.
Folder 8-23 Bert Wood Gift Shop & Interior Design. Furniture, rugs & drapes.

**BOX 2**

**Group 9: Building Statistics, Itemized Costs & Inventory**


Folder 9-2 Furniture selections for West Parlor.
Folder 9-3 Handwritten lists of furniture with cost by room.
Folder 9-4 Furniture needs by room annotated with vendor.

**Group 10: Invoices for New Building**

Folder 10-1 Authority for Expenditure Forms (for goods & services) in numerical order.
Folder 10-2 Authority for Expenditure Forms. Staff Payroll, May 14 – May 28, 1927, in numerical order.
Folder 10-3 Bills Paid, 1927-1929.
   H.W. Baker Linen Co., NYC.
   Bell Telephone, Williamsport
   Bush & Bull Co., Williamsport
   Commercial Advertising Corp., Williamsport
   D.B. Cowles & Son Printshop, Williamsport
   Denius, Garfield
   EL-CO Decorators, Williamsport
   Evenden’s Sons, Williamsport
   Grit Publishing Company, Williamsport

Folder 10-4 Harder’s Sporting Goods Co., Williamsport
   Al. Henninger Co., Williamsport
   Frank W. Henning, Williamsport
   Hubbs & Howe, Buffalo NY
   Jackson-Gardiner, Williamsport
   [Lawrie & Green, Harrisburg, PA]?
   Lycoming Hotel, Williamsport
   Lycoming Printing Company, Williamsport
   Majestic Theater (Glen Crossley), Williamsport
   W.G. McGinniss Florist, Williamsport
   A.H. Heilman & Co., Williamsport
   Neyhart Hardware, Inc., Williamsport

Folder 10-5 Page Furniture Co., Inc., Williamsport
   H.G. Philipps Supply House, Williamsport
   Post Office, Williamsport
   E.B. Rupert, Williamsport

Folder 10-6 Smith Printing Co., Williamsport
   C. Willis Snyder, Williamsport
Folder 10-7  L.L. Stearns, Williamsport. See BOX1.

Folder 10-8  Underwood Typewriter Co., Williamsport
Western Union, Williamsport
Williamsport Outdoor Advertising Co., Williamsport
Williamsport Printing & Binding Co., Williamsport
Williamsport Sun Gazette & Bulletin, Williamsport
Wynotol Realty & Hotel Co., NYC
Yellow Drivurself Co., Williamsport

Group 11: Camp Committee.
Folder 11-1  Camp Committee. Minutes. Apr. 16, 1931 – Aug. 31, 1931

Group 12: Dining Room Committee
Folder 12-1  Minutes. Jan 8, 1924 – Dec. 1925

Group 13: Setting Up Conference
Folder 13-1  Minutes. 1925-1937. (Purpose of conference seems to have been to
review past year and plan for the new year.)

Group 14: Reports for Employment Department, Religious Education Committee, General Education Committee, and Extension Committee. 1928-1930.


Group 16: Health Education Committee. Minutes & Reports. 1928-1933.


Group 19: Membership Committee


Group 21: Publicity Committee.
Folder 21-4  Publicity Committee Scrapbook. 1933. See BOX 4.
Group 22: Religious Education Committee
Folder 22-1 Minutes. 1950-1962. See also Group 14 for minutes of 1928-1930. Note: Committee changed name to World Fellowship & Religious Activities Committee in 1960.

Group 23: Residence Committee

BOX 3
Group 24: Guest Registers
Folder 24-1 July 1, 1929 – Apr. 29, 1935. See BOX 4. FRAGILE.
Folder 24-2 Jan. 1, 1939 – Apr. 16, 1985. Note: What appears to be 3 early guest registers were reused as scrapbooks for newspaper clippings. See BOX 6.

Group 25: World Fellowship Committee

Group 26: Y Teens (Also called Teen Age Committee or Teen Age Depart. Formerly called Girl Reserves until Sept. 16, 1946.)
Folder 26-2 Misc. Documents. 1951-1954

Group 27: Departmental Samples of Printing. 1923-1929. Scrapbook. Contains letters, Announcements, invitations, programs forms and tickets.

Group 28: YWCA Pamphlets
Basketball Schedule, No date.
Come Once ....No. date.
Do You Know?....1923.
Education Dept. Fall Courses 1929
Education Dept. Winter Courses 1930 (2 copies.)
In Service for the Girls. Two editions: 1929 & no date.
Girl Reserve Song Book. 1923. Includes: folded sheets of lyrics; Girl Reserves Conference brochure for July 1924; 6 inch paper ruler “Girl Reserves-Something New Every Inch of the Way”
Walnut Street Branch anniversary program. 1920?

Group 29: Y.W.C.A. Spot-Lite. v. 2(1) May 1937. 2 copies.

Group 30: Y.W.C.A. National Board Publications
Folder 30-1 Actions of the 13th National Convention, May 2-8, 1934. Branch Study. Pt II of the Standards Study. 1938. 2 copies.
Folder 30-2 Future Employees & Some Questions of Policy....1940.
Hymns & Songs for....13th National Convention. 1934.
Industrial Program...Conclusion & Recommendations. 1938.
Leadership Today. 1939.
Mabel Cratty Endowment Fund. 1938.
Folder 30-3  Music Committee, It Place & Task in the Association. No. date.
Pictorially Yours. No date.
Program Volunteers in the Y.W.C.A. 1937
Folder 30-4  Report of the President of the National Board...13th Nat’l. Con. 1934
Folder 30-5  Suggested Budget Forms. No date. 2 copies.
Suggestions for Worship for Use at Board meetings. 1937? 2 copies

Group 31: Woman’s Press Publications. (The Press was the publishing arm of
the YWCA.)
Folder 31-1  Association as a Religious Movement in the World Today. 1930.
Four Girl Reserve Songs. 1929.
God. 1930
Great Standards Mystery. 1937.
Folder 31-2  Growth & Development of the Young Woman’s Christian Assoc. 1930
Potters & Pipes. 1925.
Folder 31-3  Program Book for Women’s Groups. 1932
Recording & Reporting. No date.
Signs of the Times. 1937.
Folder 31-4  Women’s Press Catalog. 1937 & 1941-1942

Group 32: Publications of Various Agencies
Folder 32-1  Facing the Future with the Character-Building Agencies. 1936?
Far East. 1932.
Group Work Aims & Progressive Education. No date.
Folder 32-3  Organization & Administration of Social Recreation. WPA. 1941
Social Ideals of the Churches. Federal Council of Churches of
Christ in America. 1934.
Spirit of Service. 1922

Group 33: Newspaper Clipping Scrapbooks
33-1  1913. See BOX 6.
33-3  1924-1927. Clippings pasted over what appears to be an early
guest register. See BOX 6.
33-4  Mar. 24, 1927-May 12, 1928. Clippings pasted over what appears to be
an early guest register. See BOX 6.
33-5  May 12, 1928-Aug. 10, 1929. Clippings pasted over what appears to be
an early guest register. See BOX 6.
33-8  June 5, 1944-Sept. 8, 1945. See BOX 8.
Group 34: Photographs

34-1  
D. Vincent Smith Photographs, 1926-1929

- Girl Reserve Mother-Daughter Banquet, 1926
- Y.W.C.A. Williamsport, Pa. May 28, 1929
- Y.W.C.A. Lobby (2 copies: 4A & 4B)
- Dining Room
- Cafeteria
- Lounge
- Sun Porch
- Main Lounge (2 copies: 9A & 9B)
- Chapel (2 copies: 10A & 10B)
- Board Room
- Wallpapered Lounge (2 copies: 12A & 12B)
- Single Room (2 copies: 13A & 13B)
- Double Room (2 copies: 14A & 14B)
- Swimming Pool (2 copies: 15A & 15B)

34-2  
Miscellaneous Photographs, 1927-1932

- Cabin Y.W. Group (2 photos: 1A-Girls posed in two rows. 1B-Girls posed vertically in single file.
- Beach Photos (2 photos: 2A-Eleanor Stover (sp?) and friend. 2B-Group posed alongside automobile.
- Dinner Event in Gymnasium (2 photos: 3A-View of several tables of guests. 3B-Closeup of one table of guests.
- Y.W.C.A. Camp
- Y.W.C.A. Swimming Pool
- Curtin Girl Reserves
- Hi-Tri Club, Williamsport High School, 1934. Photo from W.H.S. La Memoire.
- Y.W.C.A. Officers, Jan. 1930. Names on back. (2 copies: 8A is the original. 8B is a restored copy.)
- Hi-Tri Club. Williamsport High School. No date.

Group 35: Plays

Folder 35-1  
All Aboard, 1920. Publicity, program & expenses.
- Flora Dora Number. Photo. No date.
- Swami of Baghdad. Program. No date.
- Unidentified Photo. No date.
- Washington’s Birthday Masquerade. Photo. No date.
- Wishing Ring. No date.
- Womanless Wedding. No date.
Overview of YWCA Collection 1950-1975
Patricia A. Scott, C.A.

BOX 9

1. YWCA History
2. Board of Directors
3. Budget
4. Building Contracts, 1956
5. Campaign Transmittals & Receipts. 1955-1959
7. Feasibility Study, 1971
8. Guest Register, 1956-1974
9. Position on Gun Control
10. Miscellaneous Documents
12. Photographs. 17 black & white photos
13. Reports. 1949-1970
15. Wise Options for Women.
16. Workshops.
YWCA Scrapbooks, 1950-1979

BOX 10

7. May 9, 1976 – Mar. 4, 1979