



Bethlehem Area Public Library

Local History Collections

Finding aid for the Records of the United Way of Northampton and Warren Counties, 1918- 1985

Creator: United Way of Northampton and Warren Counties
Title: Records of the United Way of Northampton and Warren Counties, 1918-1985
Dates: 1918-1985
Extent: 67.75 linear feet (23 bound volumes, 45 boxes)
Location: The Bethlehem Room
Language: English

Abstract: 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.

Access to materials: The collection is open to researchers in the Bethlehem Room.

Conditions for Reproduction and Use:

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Preferred Citation: [Item], The Records of the United Way of Northampton and Warren Counties, 1918-1985. Bethlehem Area Public Library Local History Collections, Bethlehem, PA.

Historical Note:

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 50th 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.

Scope and Content:

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 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, 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.

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.)

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)

Container Listing: 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 1: 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		
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Series 2: 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 Area Community Chest, Inc.

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

Greater Bethlehem Area Community Chest, Inc.

Volume 12 (1 folder contains notes (1965-1967, n.d.)	Jan. 10, 1966 - Dec. 12, 1969	1	1
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Greater Bethlehem Area United Fund

Volume 13	Jan. 12, 1970 - Dec. 8, 1972	1	1
Volume 14	Jan. 1973 - Dec. 1974	1	1
Volume 15 (1 folder of loose pages contains a retirement resolution)	Jan. 1975 - June 1977	1	1

United Way of Northampton and Warren Counties

Volume 16	July 1977 - May 1979	1	1
Volume 17	June 1979 - July 1981	1	1
	Sep. 1981	1	2
	Oct. 1981	1	3
	Nov. 1981	1	4
	Dec. 1981	1	5
	Jan. 1982	1	6
	Feb. 1982	1	7
	March 1982	1	8
(Allocation meeting minutes missing)	April 1982	1	9
	May 1982	1	10
	June 1982	1	11
(Financial statement missing)	July-Sep. 1982	1	12
	Oct. 1982	1	13
	Nov.-Dec. 1982	1	14
	Jan.-Feb. 1983	1	15
	March - April 1983	1	16
(May 10th Board minutes and June 14 agenda missing)	May - June 1983	1	17
	July - Aug. 1983	1	18
	Sep. 1983	1	19
	Oct. 1983	1	20
	Nov. 1983	1	21
(Special Board meeting minutes missing)	Dec. 1983	1	22
	Jan.-Feb. 1984	1	23
	March-April 1984	1	24
	May-June 1984	1	25

Series 3: 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)

Financial Records	June-Dec. 1967	1	26
Financial Records	1968	1	27
Financial Records	1969	1	28

Subseries: President's Files (1969-1970)

Farewell Letters to Dr. Paul Budura	1969 - 1970	1	29
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Series 4: 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.

Merger Records	1973 - 1974	1	30
Merger Records	1975	1	31
Merger Records	1976	1	32

Series 5: 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

2 news releases dated 1947	1947 - 1951	1	33
Agencies: General	1959 - 1960	1	34
Agencies: A-Z	1959 - 1960	1	35
Alcoholism	1959-1960, undated.	1	36
Campaign and Chest Administration	1959-1960, undated	1	37
Health	1959 - 1960	1	38
	1964	1	39
	1965, n.d.	1	40
(2 folders)	1966, n.d.	1	41-42
	1967 - 1968	1	43-44
	1968 - 1969, undated	1	45-46
	1971-1972	1	47-48

Easton Community Chest/United Fund

Administration/Fundraising	1951-1955	1	49
Boy Scouts	1951-1955	1	50
Children's' Aid/Home	1951-1955	1	51
Easton Hospital	1951-1955	1	52
Girl Scouts	1951-1955	1	53
Guidance Center	1951-1955	1	54
Home for the Aged, Jewish Center	1951-1955	1	55
Salvation Army, Social Agencies	1951-1955	1	56
Visiting Nurse Association	1951-1955	1	57
Y.M.C.A.	1951-1955	1	58
Y.W.C.A.	1951-1955	1	59
	Jan.-Feb. 1977	1	60
	March 1977	1	61
	April-May 1977	1	62
	June-Aug. 1977, undated	1	63

United Way of Northampton and Warren Counties

	1980	1	64
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Subseries: Publicity (1962-1978)

Forks of the Delaware United Fund campaign memorabilia, press releases OVS	1962-1972	45	3 OVS
Magazine clippings, Advertisements (2 folders) OVS	1978	45	4-5 OVS

Series 6: 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	July-Aug. 1946	11	1
1946-1947 Campaign Scrapbook	Sep. 1946	11	2
1946-1947 Campaign Scrapbook	Oct. 1946	11	3
Forms, campaign information, lists	1947-1948	11	4
Clippings	1947-1948	11	5
Letters	June-Aug. 1947	11	6
Letters	Sep. 1947	11	7
Letters	Oct. 1947	11	8
Letters	Nov. 1947	11	9
Campaign Flashcards	1947-1948	11	10
Forms	1947-1948	11	11
Clippings	1947-1948	11	12
1952 Campaign Scrapbook	April-Sep. 1952	11	13
1952 Campaign Scrapbook	Oct.-Dec. 1952	11	14
1952 Campaign Scrapbook	Feb. 1953, undated	11	15
Clippings	1952	11	16
1953 Campaign Scrapbook - Letters	1953	11	17
Forms, information	1953	11	18
Memorabilia, 3 photographs	1953	11	19
Clippings	1953	11	20
1955-1956 Campaign Scrapbook - Letters	1955-1956	11	21
Forms, information	1955-1956	11	22
Clippings	1955-1956	11	23
1956 Campaign Scrapbook - Letters	June-Aug. 1956	12	1

1956 Campaign Scrapbook - Letters	Sep.-Nov. 1956	12	2
Forms, instructions	1956	12	3
Memorabilia	1956	12	4
Clippings		12	5
1956-1962 Year-round Scrapbook - Letters, forms	1958-1959, 1961, undated	12	6
Clippings		12	7
1957 Campaign Scrapbook - (1 envelope of loose memorabilia and 1 folder of loose pages)		13	
1958 Campaign Scrapbook - (1 folder of loose pages and 1 folder of loose clippings)	1958	14	
1959 Campaign Scrapbook - (1 folder of loose pages)	1959	15	
1960 Campaign Scrapbook - (1 folder of loose pages dated 1966 found in scrapbook)	1960	16	
1961 Campaign Scrapbook - (1 folder of loose pages)	1961	17	
1962 Campaign Scrapbook - (1 folder of loose pages and 1 folder of loose clippings)	1962	18	
1963 Campaign Scrapbook - (1 folder of loose pages and 1 folder of loose clippings - handle scrapbook with extra care)	1963	19	
1964 Campaign Scrapbook - Letters	1964	12	8
Forms, campaign information	1964	12	9
Meetings, speeches	1964	12	10
Clippings (disorderly, many are undated)	1964, undated	12	11
1964-1965 Social Agencies Facility Scrapbook (2 blueprints)	1964-1965	12	12
1965 Campaign Scrapbook (1 folder of loose pages and 1 folder of loose clippings)	1965	20	
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)	1968	21	
1972 Campaign Scrapbook (handle scrapbook with care for newspaper clippings are very loose)	1972	22	
1973 Campaign Scrapbook(1 folder of additional clippings)	1973	23	

1974 Campaign Scrapbook (1 folder of loose pages and clippings)	1974	24	
1975 Campaign Scrapbook (1 folder of loose pages and clippings)	1975	25	
1976 Campaign Scrapbook (1 folder of loose pages and 1 photograph)	1976	26	

Easton Community Chest / United Fund

1950-1951 Campaign Scrapbook - Letters	1950-1951	27	1
Forms, memorabilia	1950-1951	27	2
Clippings	1950-1951	27	3
1951-1952 Campaign Scrapbook - Letters	1951-1952	27	4
Forms, memorabilia	1951-1952	27	5
Clippings	1951-1952	27	6
1952-1953 Campaign Scrapbook - Letters	1952-1953	27	7
Forms, memorabilia	1952-1953	27	8
Clippings	1952-1953	27	9
Clippings	1952-1953	27	10
1953-1954 Campaign Scrapbook - Letters	1953-1954 May-Sep.	27	11
Forms, memorabilia	1953-1954 Oct.-Nov., undated	27	12
Clippings	1953-1954 Jan.-Sep.	27	13
Clippings	1953-1954 Oct.-Nov., undated	27	14
1954-1955 Campaign Scrapbook - Letters	1954-1955	27	15
Forms, memorabilia	1954-1955	27	16
Clippings	1954-1955	27	17
1957-1958 Campaign Scrapbook (1 envelope of loose memorabilia)	1957-1958	28	

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

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

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

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

Subseries: Easton Community Council (1950-1963)

History of Easton Council by John C. Hambrook	undated	2	2
Board Minutes	1950-1951	2	3
Board Minutes	1948	2	4
Board Minutes	1949	2	5
Board Minutes	1950	2	6
Board Minutes	1951	2	7
Mid Delaware Valley Community Council	Jan.-May 1956	2	8
Mid Delaware Valley Community Council	May-Nov. 1956	2	9
Mid Delaware Valley Community Council	1957	2	10

Mid Delaware Valley Community Council	1958	2	11
Mid Delaware Valley Community Council	160-1961	2	12
Northampton County Community Council Constitution	1961	2	13
Minutes	1961-1962	2	14
Publicity	1962-1963	2	15

Subseries: Lehigh County Community Council (1944-1960)

Board Minutes	1944-1945	2	16
Board Minutes	1948	2	17
Board Minutes	1949	2	18
Board Minutes	1950	2	19
Board Minutes	1951	2	20
Board Minutes	Feb.-Jun. 1952	2	21
Board Minutes	July-Oct. 1952	2	22
Board Minutes	Nov.-Dec. 1952	2	23
Board Minutes	Jan.-Mar. 1953	2	24
Board Minutes	April-Aug. 1953	2	25
Board Minutes	Sep.-Dec. 1953	2	26
Board Minutes	Jan.-May 1954	2	27
Board Minutes	Jun.-Dec. 1954	2	28
Board Minutes	Jan.-June 1955	2	29
Board Minutes	Sep.-Dec. 1955	2	30
Board Minutes	1956	2	31
Board Minutes	1957	2	32
Board Minutes	1958	2	33
Board Minutes	1959-1960	2	34

Subseries: Lehigh Valley Community Council (1962-1983)

Board Minutes	1962-1964	2	35
Board Minutes	Jan. 1965	2	36
Board Minutes	Feb.-Mar. 1965	2	37
Board Minutes	April 1965	2	38
Board Minutes	Jun.-Aug. 1965	2	39
Board Minutes	Sep.-Oct. 1965	2	40
Board Minutes	Nov. 1965	2	41
Board Minutes	Dec. 1965	2	42
Board Minutes	Jan-Feb. 1966	2	43
Board Minutes	Mar.-April 1966	2	44
Board Minutes	May-July 1966	2	45
Board Minutes	Sep.-Oct. 1966	2	46
Board Minutes	Nov.-Dec. 1966	2	47
Board Minutes	Jan.-Feb. 1967	2	48
Board Minutes	Mar.-April 1967	2	49
Board Minutes	May-Jun. 1967	2	50
Board Minutes	Sep. 1967	2	51
Board Minutes	Oct.-Dec. 1967	2	52
Board Minutes	Jan.-Feb. 1968	2	53
Board Minutes	Mar.-April 1968	2	54
Board Minutes	May-Jun. 1968	2	55
Board Minutes	Sep.-Oct. 1968	2	56
Board Minutes	Nov.-Dec. 1968	2	57
Board Minutes	Jan.-Feb. 1969	2	58
Board Minutes	Mar.-April 1969	2	59
Board Minutes	May-June 1969	2	60

Board Minutes	Sep.-Oct. 1969	2	61
Board Minutes	Nov.-Dec. 1969	2	62
Board Minutes	Feb.-Mar. 1970	2	63
Board Minutes	April 1970	2	64
Board Minutes	June-Aug 1970	2	65
Board Minutes	Sep.-Oct. 1970	2	66
Board Minutes	Nov.-Dec. 1970	2	67
Board Minutes	Jan-Feb. 1971	3	1
Board Minutes	Mar.-April 1971	3	2
Board Minutes	May-June 1971	3	3
Board Minutes	Sep.-Oct. 1971	3	4
Board Minutes	Nov-Dec. 1971	3	5
Board Minutes	Jan.-Feb 1972	3	6
Board Minutes	Mar.-April 1972	3	7
Board Minutes	June 1972	3	8
Board Minutes	Sep.-Oct. 1972	3	9
Board Minutes	Nov.-Dec. 1972	3	10
Board Minutes	Jan.-Feb. 1973	3	11
Board Minutes	Mar.-April 1973	3	12
Board Minutes	June 1973	3	13
Board Minutes	Sep.-Oct. 1973	3	14
Board Minutes	Nov.-Dec. 1973	3	15
Board Minutes	Jan.-Feb. 1974	3	16
Board Minutes	Mar.-April 1974	3	17
Board Minutes	May-June 1974	3	18
Board Minutes	Sep.-Oct. 1974	3	19
Board Minutes	Nov.-Dec. 1974	3	20
Board Minutes	Jan.-Feb. 1975	3	21

Board Minutes	Mar.-April 1975	3	22
Board Minutes	May-June 1975	3	23
Board Minutes	Sep. 1975	3	24
Board Minutes	Oct.-Nov. 1975	3	25
Board Minutes	Dec. 1975	3	26
Board Minutes	Jan. 1976	3	27
Board Minutes	Feb. 1976	3	28
Board Minutes	Mar.-April 1976	3	29
Board Minutes	May-June 1976	3	30
Board Minutes	Sep.-Oct. 1976	3	31
Board Minutes	Nov.-Dec. 1976	3	32
Board Minutes	Jan.-Feb. 1977	3	33
Board Minutes	March 1977	3	34
Board Minutes	April 1977	3	35
Board Minutes	June 1977	3	36
Board Minutes	Sep.-Oct. 1977	3	37
Board Minutes	Nov.-Dec. 1977	3	38
Board Minutes	Jan.-Feb. 1978	3	39
Board Minutes	Mar.-April 1978	3	40
Board Minutes	May-Aug. 1978	3	41
Board Minutes	Sep.-Oct. 1978	3	42
Board Minutes	Nov.-Dec. 1978	3	43
Board Minutes	Jan.-Feb. 1979	3	44
Board Minutes	Mar.-April 1979	3	45
Board Minutes	June-Sep. 1979	3	46
Board Minutes	Oct. 1979	3	47
Board Minutes	Nov.-Dec. 1979	3	48
Board Minutes	Jan.-Feb. 1980	3	49

Board Minutes	Mar.-April 1980	3	50
Board Minutes	May-June 1980	3	51
Board Minutes	Sep.-Oct. 1980	3	52
Board Minutes	Nov.-Dec. 1980	3	53
Board Minutes	Jan.-Feb. 1981	3	54
Board Minutes	Mar.-April 1981	3	55
Board Minutes	May-June 1981	3	56
Board Minutes	Sep. 1981	3	57
Board Minutes	Oct.-Dec. 1981	3	58
Board Minutes	Jan.-Feb. 1982	3	59
Board Minutes	Mar.-April 1982	3	60
Board Minutes	May 1982	3	61
Board Minutes	June 1982	3	62
Board Minutes	Sep.-Oct. 1982	3	63
Board Minutes	Nov.-Dec. 1982	3	64
Board Minutes	Jan.-Feb. 1983	3	65
Board Minutes	Mar.-April 1983	3	66
Board Minutes	May 1983	3	67
Board Minutes	June 1983	3	68

Series 2: 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.

Guide	[1979]	4	1
Guide	1964	4	2
Guide	1965	4	3
Guide	1966	4	4

Guide	1967	4	5
Guide	1968	4	6
Guide	1969	4	7
Guide	1970	4	8
Guide	1971	4	9
Guide	1972	4	10
Guide	1973	4	11
Guide	1974	4	12-13
Guide	1975	4	14
Guide	1976	4	15
Guide	1977	4	16
Guide	1978	4	17
Guide	1979	4	18
Guide	1980	4	19
Guide	1981	4	20
Guide	1982	4	21-22
Guide	1983	4	23-24
Guide	1984	4	25-26
Guide	1985	4	27

Series 3: 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.

Annual Reports	1963, 1964-1964, 1965-1966	4	28
Annual Reports	1966-1967 (2), 1967-1968 (2), 1968-1969	4	29
Annual Reports	1969-1970, 1970-1971 (2), 1971-1972 (2)	4	30

Annual Reports	1972-1973 (3), 1973-1974 (2)	4	31
Annual Reports	1974-1975, 1975-1976, 1977-1978 (3)	4	32
Annual Reports	1978-1979, 1979-1980 (2)	4	33
Annual Reports	1980-1981 (3), 1981-1982 (3)	4	34
Annual Reports	1982-1983 (3), 1983-1984 (2)	4	35

Series 4: 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	1965-1966	4	36
Executive Committee	1967-1968	4	37
Executive Committee	1969	4	38
Executive Committee	1970 1972	4	39
Executive Committee	1974	4	40
Executive Committee	1975, 1977	4	41
Executive Committee	1978	4	42
Executive Committee	1980	4	43
Executive Committee	1981	4	44
Executive Committee	1982	4	45
Executive Committee	1983	4	46
Finance Committee	1966, 1968, 1972, 1979	4	47

Government Relations Committee	1982	4	48
Information & Referral Network Managing Committee			
Background files, original proposal.	1979, 1981-1982	4	49
Committee Minutes	July-Oct. 1981	4	50
Committee Minutes	Nov.-Dec. 1981	4	51
Committee Minutes	Jan.-Feb. 1982	4	52
Committee Minutes	Mar.-Apr. 1982	4	53
Committee Minutes	May 1982	4	54
Committee Minutes	June 1982	4	55
Committee Minutes	July-Aug. 1982	4	56
Committee Minutes	Sep.-Oct. 1982	4	57
Committee Minutes	Nov.-Dec. 1982	4	58
Committee Minutes	Jan. 1983	4	59
Committee Minutes	Feb. 1983	4	60
Committee Minutes	March 1983	4	61
Committee Minutes	April 1983	4	62
Committee Minutes	May-June 1983	4	63
Correspondence	Jan.-Mar. 1982	4	64
Correspondence	April 1982	4	65
Correspondence	May-Nov. 1982	4	66
Correspondence	Jan. 1983	4	67
Correspondence	Feb. 1983	4	68
Correspondence	July-Oct. 1983	4	69
Data Collection Systems	1981-1983	4	70
Problem/Needs Language	1980-1981	4	71
Program Resource Inventory	1982, undated	4	72
Proposals	1981	4	73
Proposals	1982, undated (1 of 2)	4	74

Proposals	1982, undated (2 of 2)	4	75
Status Reports Staff - Activities	1981	4	76
Status Reports Staff - Activities	1982	4	77
Sub-committees - General	1982-1983	4	78
Sub-committees - Professional Advisory Committee	Jan.-July 1982	4	79
Sub-committees - Professional Advisory Committee	Aug.-Dec. 1982	4	80
Sub-committees - Professional Advisory Committee	Jan.-Feb. 1983	4	81
Sub-committees - Professional Advisory Committee	Mar.-Apr. 1983	4	82
Sub-committees - Professional Advisory Committee	May-June 1983	4	83
Long Range Planning Committee - Committee Minutes	1978	5	1
Long Range Planning Committee - Committee Minutes	Jan. 1979	5	2
Long Range Planning Committee - Committee Minutes	Feb.-April 1979	5	3
Long Range Planning Committee - Committee Minutes	Aug.-Dec. 1979	5	4
Long Range Planning Committee - Committee Minutes	1981	5	5
Long Range Planning Committee - Committee Minutes	1982	5	6
Long Range Planning Committee - Committee Minutes	1979	5	7
Long Range Planning Committee - Committee Minutes	1981	5	8
Long Range Planning Committee - Committee Minutes	1982-1986 (dated 1981)	5	9
Membership & Review Committee	Jan.-Feb. 1980	5	10
Membership & Review Committee	Mar.-Apr. 1980	5	11
Membership & Review Committee	May-June 1980	5	12
Membership & Review Committee	Sep.-Oct. 1980	5	13
Membership & Review Committee	Nov.-Dec. 1980	5	14
Membership & Review Committee	1981	5	15
Membership & Review Committee	1982	5	16
Membership & Review Committee	1983	5	17
Nominating Committee Reports	1963-1984	5	18

Personnel Committee	1968-1969, 1974	5	19
Projects Planning Committee	July-Aug. 1965	5	20
Projects Planning Committee	Sep.-Nov. 1965	5	21
Projects Planning Committee	Dec. 1965	5	22
Projects Planning Committee	Jan.-April 1966	5	23
Projects Planning Committee	June-Dec.1966	5	24
Projects Planning Committee	1968-1969	5	25
Projects Planning Committee	1971-1972, 1975, 1979	5	26
Public Relations Committee	1966, 1968-1971	5	27
United Way and Community Council Presidents & Executives	1980-1981	5	28

Subseries: Special Committees (1954-1985)

Bethlehem Community Council - Family Child Welfare Study Committee	1954-1956, undated	5	29
Lehigh County Community Council	1958-1961	5	30-31
4-C - General	1959-1971, undated	5	32
4-C Steering Committee (1 of 3)	1970-1971	5	33
4-C Steering Committee (2 of 3)	1971	5	34
4-C Steering Committee (3 of 3)	1971-1974	5	35
Ad-Ag - Adolescent Parenthood Committee	1970	5	36
Ad-Ag - Adoption Survey Committee	1966	5	36
Ad-Ag - Agency Breakfasts Planning Committee	1966, 1970-1971	5	36
Ad-Ag - Aging, Committee on	1969-1970	5	36
Alcohol & Drug Abuse Committee	1970	5	37
Allocations Committee	1982	5	38
Allocations Committee	1983	5	39
Allocations Committee	1984	5	40

Allocations Committee	1985	5	41
Bethlehem Agencies with Camping Programs	1971	5	42
Bethlehem Senior Citizens Council	1970	5	42
Camp Harmony	1969-1970	5	43
Community Chest	1968	5	43
Daycare Committee	1966-1970	5	44-46
Detox Committee	1982	5	47
Detox Committee	1983	5	48-49
Detox Committee	1984, undated	5	50
Diagnostic and Treatment Center	1965-1966	5	51
Easton Youth	1971, 1977-1978	5	52
Easton Youth	1979	5	53
Easton Youth	Jun.-Sep. 1983	5	54
Easton Youth	Oct.- Dec. 1983	5	55
Easton Youth	Jan.-Feb. 1984	5	56
Easton Youth	March 1984 - Oct. 1985	5	57
Easton Youth	undated	5	58
Family Centered Services	1965-March 1966	5	59
Family Centered Services	May 1966-Nov. 1966	5	60
Family Centered Services	1968	5	61
Feasibility Committee	1970	5	62
Group Work Seminar (Planning Committee)	1965-1970	5	63
Health Study Committee	1968	5	63
Homemaker Service Committee	1963	5	63
Information and Referral Bureau Study	1966	5	64
Lehigh Valley Rehabilitation Council	1971	5	64

Lehigh County Executive Planning Committee	1976	5	65
Lehigh County Executive Planning Committee	1977	5	66
Northampton County Social Services Coordinating Committee	1976	5	67
Northampton County Social Services Coordinating Committee	1977	5	68
Nursing Agency Liaison	1965	5	69
Pre-School Vision	1970	5	69
Professional Advisory Committee	1966, 1968-1969, undated	5	69
Psychiatric Services	1970	5	69
Oversight Committee	1977-1979, undated	5	70
Rehabilitation Planning Committee	1965	5	71
Salary Survey Committee	1968	5	71
Salvation Army Committee	1966	5	71
Systematic Review/Character Building	1965-1966	5	71
Tri-City	1966	5	72
VNA (Visiting Nurse Association) Homemaker Services	1971	5	72
Volunteer Bureau Committee	1969-1970	5	73
Youth Services Committee	1971-1972	5	74

Series 5: 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.

Dissolution Records	1982	6	1
Dissolution Records	Jan. 1985	6	2
Dissolution Records	Feb.-Mar. 1985	6	3
Dissolution Records	April 1985	6	4

Dissolution Records	May-June 1985	6	5
Dissolution Records	undated	6	6

Series 6: 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)

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

Subseries: Newsletters (1964-1985)

Newsletters	1964, 1966, undated	6	20
Newsletters	1967	6	21
Newsletters	1968	6	22
Newsletters	1969	6	23
Newsletters	1970	6	24
Newsletters	1971	6	25

Newsletters		6	26
Newsletters	1972	6	27
Newsletters	1973	6	28
Newsletters	1974	6	29
Newsletters	1975	6	30
Newsletters	1976	6	31
Newsletters	1977-1978	6	32
Newsletters	1979	6	33
Newsletters	1980-1981	6	34
Newsletters	1982-1983, undated	6	35

Series 7: 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)

Ambulance Services	1964	6	36
Day Camps	1983	6	37
Public Officials	1974-1975	6	38
Opportunities for Volunteers	1973	45	6 OVS
Opportunities for Volunteers	1974	45	7 OVS
Resources for Serving Transients	1960	6	39
Resources for Serving Transients	1964	6	40
Services for Senior Citizens	1973	6	41

Subseries: Manuals (1972-1988)

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

Subseries: Plans (1985-1986)

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

Subseries: Proceedings (1967, 1976)

Comprehensive Care for the Aging	1967	7	23-24
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The Making of the Board Member (dated 1976)	1977	7	25
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Subseries: Proposals (1961-1975)

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

Subseries: Reports (1953-1984)

13 Public Hearings, A Report from the People	1958	7	36
Adoption Committee Report	1966	7	37
Alcoholism and Drug Abuse, Report of the Study Committee on	1970	7	38
Area Development	1965	7	39
Assessment of Agencies' Status in Relation to Community Needs	1968	7	40
Blood Service Committee Report	1964	7	41
Blood Study Report	1963	7	42
Bower Report	1953	7	43
Boys' Club of Bethlehem	1965	7	44
Budget & Allocations Seminar Report	1967	7	45
Cecil Sayre Child Center Report	1967	7	46
Character Building Agencies and the Inner-City	1969	7	47
Child Day Care and Meals on Wheels	1984	7	48

Citizens' Advisory Committee to the Northampton County Commissioners on Gracedale	1964	7	49
Confront	1978	7	50
Corporate Training by Mr. George Lee, Western Electric Co.	1968	7	51
Current Status of Council Projects	1966	45	9 OVS
Early Childhood Information Unit	1971	7	52
Easton, Report of Survey of	undated	7	53
Easton Area Study, The Full Report of The	1949	7	54
The Elderly in Rural Lehigh Valley	1974	7	55
Family and Child Welfare Fields, Review of Council Studies and Priority Determination in the	1966-1967	7	56
The Forks of the Delaware United Fun, Report to	1968	7	57
Health Services, Report of the Committee on	1968	7	58
Homemaker Service Committee, Report of	1962	7	59
In-Service Training by Mrs. Joseph Potts, President Great Valley Girl Scout Council	1968	7	60
Juvenile Bureau, A Report of the	1959	7	61
Lehigh County Council on Alcoholism, Report of the Study Committee on the	1969	7	62
Lehigh Valley Association for Retarded Children Study Committee, Report of	1969	7	63
The Lehigh Valley: Demography and Health	1973	7	64
Lehigh Valley Mental Health Association, Report on the	1969-1970	7	65
Lehigh Valley Social Service Exchange, Report of the Study Committee on	1969	7	66
Major Problems of Concern to Residents of Public Housing in Bethlehem	1968	45	10 OVS
Northampton County Children's Aid Society, Report of Consultation	1963	8	1
Northampton Heights Neighborhood Center Demonstration Project	1967	8	2
Nursing Agency Consolidation Discussions between Emmaus Community Nursing Association and Lehigh County Public Health Nursing Association	1961	8	3

Pennsylvania Association for Retarded Children, Report of Study Committee Evaluating the Lehigh County Chapter (2 copies)	1959	8	4-5
Personnel Needs, Lehigh County Probation-Parole Office	1958	8	6
Police Athletic League, Report of Committee on the	1962	8	7
Preschool Vision Screening Program of the Lehigh County Association for the Blind	1970	8	8
Proposed Youth United Proposal	undated	8	9
Protective Services	1961	8	10
Protective Services to Children	1962	8	11
Residence for Teenage Girls, Allentown Area Council of Churches	1963	8	12
Resident Camps Sponsored by United Way Agencies in the Lehigh Valley	1978	8	13
School of Social Work at Lehigh University, Report of Feasibility Study for a (2 copies)	1967	8	14-15
Schorr Report	1956	8	16
Self-Analysis Committee	1954	8	17-18
Senior Citizens, Sub-Committee on Cedarbrook	1957	8	19
Services for Youth - Bethlehem Area	1972	8	20
Services for Youth - Lehigh County	1971	8	21
Social Needs of the Easton Area	1978	8	22
Some Problems in Contracting for Federally Assisted Child-Care Services, Report to the Congress	1973	8	23
Southeast Neighborhood Center and the Council of Spanish Speaking Organizations Center for Coordinated Social Services - pg. 1-19	1973	8	24
Southeast Neighborhood Center and the Council of Spanish Speaking Organizations Center for Coordinated Social Services - pg. 20-38	1973	8	25
United Way Funded Youth Serving Agencies in Easton 1977 Visiting Nurse Association	1984	8	26
United Way in Lehigh County, Report to the	1977	8	27
Valley-Wide Help	1977	8	28

Visiting Nurse Association	1965	8	29
Visiting Nurse Association	1969	8	30
Visiting Nurse Association and Homemaker Services	June 1972	8	31
Visiting Nurse Association and Homemaker Services	October 1972	8	32
Volunteer Bureau Investigation	1967	8	33
Volunteers of the Youth Enabling Sponsors, Review and Evaluation of the Program and Role of - pg. 1-19	1977	8	34
Appendices	1977	8	35
Youth, Report of Study Committee on	1955	8	36-37

Subseries: Studies (1948-1974)

Agency Area Services	1964	8	38
Community Welfare Services of Easton and Eastern Northampton County	1953	8	39-40
Day Care Study	1967	8	41
Easton Visiting Nurse Association	1965	8	42
Family-Child Welfare Services	1956	8	43-48
Health Facilities and Resources in Northampton County pg. 1-25	1964	8	49
pg. 27-73	1964	8	50
pg. 74-149	1964	8	51
appendix	1964	8	52
How Healthy is Easton? A Comparative Study of Health Conditions in Pennsylvania Cities	1948	8	53
Information and Referral, Feasibility Study	1974	8	54
Lehigh Valley Foster Child Care Study	1974	8	55
Neurological and Sensory Disease Study	1964	8	56
Neurological and Sensory Disease Study	1965	8	57-60
Psychiatric Services in Northampton County	1963	8	61
Services Supported by United Funds in the Lehigh Valley	undated	8	62

South Terrace Neighborhood Center, Evaluation Study of the	1969	8	63
The Southern Migrant in Lehigh and Northampton Counties (2 copies)	1961	8	64-65
United States Census	1960	8	66
Welfare Agencies Study	1966	8	67

Subseries: Surveys (1956-1979)

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

Series 8: 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.

Bethlehem Area Chamber of Commerce	1975	9	26
Board Member Institute - General	1981	9	27
Board Member Institute - General	Jan.-Feb. 1982	9	28

Board Member Institute - General	March 1982	9	29
Board Member Institute - General	Apr.-Dec. 1982	9	30
Board Member Institute - Committee Minutes	1981-1982	9	31
Board Member Institute - Newspaper Clippings	1981-1982	9	32
Child Care - Articles - A-L		9	33
Articles - N-W		9	34
Commonwealth Child Development and Day Care Committee	1970 - 1972	9	35
Lehigh Valley Child Care Program - General	1972, undated	9	36
Manual	1972	9	37
Medical Advisory Committee	1972	9	38
Regulations	1969, undated	9	39
Resources - A-F		9	40
G-W		9	41
Community Education Day Care	1975-1976, undated	9	42
Day Care - Concerned Citizens for Day Care - General	1972	9	43
Minutes	1971-1972	9	44
Headstart	1969-1972	9	45-46
Licensing and Regulations	1969-1972	9	47
Delegate Meetings	1969-1970	9	48
Emergency Food and Shelter Program	Jan.-Feb. 1984	9	49
Emergency Food and Shelter Program	April-May 1984	9	50
Emergency Food and Shelter Program	June-July 1984	9	51
Emergency Food and Shelter Program	Oct. 1984 - Feb. 1985	9	52
Emergency Food and Shelter Program	undated	9	53
Clippings	1983-1984	9	54
Human Services Program	1973, undated	9	55

Model Cities/4-C Conference	Sep. 21-22, 1972	9	56-57
Pennsylvania Health Council	1962	9	58
The Role of the Churches in the Lehigh Valley in Social Welfare	1968	9	59
South Terrace Neighborhood Center	1964	9	60
South Terrace Neighborhood Center	1965	9	61
South Terrace Neighborhood Center	Jan.-Mar. 1966	9	62
South Terrace Neighborhood Center	Apr.-Nov. 1966	9	63
South Terrace Neighborhood Center	1967	9	64
South Terrace Neighborhood Center	1968	9	65
South Terrace Neighborhood Center	1971-1972	9	66
South Terrace Neighborhood Center	1973	9	67
South Terrace Neighborhood Center	undated	9	68
Title IV-A Program	1970-1971	9	69
Title IV-A Program	Feb.-April 1972	9	70
Title IV-A Program	June-Dec. 1972	9	71
Title IV-A Program	1973	9	72
Title IV-A Program	1974, undated	9	73

Series 9: 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.

Bethlehem Community Council	1937, 1958, 1960	10	1
Chronological Clippings	1961-1963	10	2
Chronological Clippings	1964-1968	10	3

Chronological Clippings	1969-1970	10	4
Chronological Clippings	1971-1972	10	5
Chronological Clippings	1973-1974	10	6
Chronological Clippings	1975-1976	10	7
Chronological Clippings	1977-1978	10	8
Chronological Clippings	1979-1980	10	9
Chronological Clippings	1981-1983, 1985	10	10
Chronological Clippings	undated	10	11
Subject Clippings - Drug Abuse	1978-1980	10	12

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
FundRaising 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
 - a. Applications of agencies for membership
 - b. Additions and changes to the membership agreement
 - c. 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.