

**KIWANIS CLUB OF BATON ROUGE INC.
(DOWNTOWN) RECORDS**
(Mss. 3875, 4224)

Inventory

Compiled by
Catherine G. Jones

Louisiana and Lower Mississippi Valley Collections
Special Collections, Hill Memorial Library
Louisiana State University Libraries
Baton Rouge, Louisiana

2002
Updated 2015

CONTENTS OF INVENTORY

SUMMARY 3
BIOGRAPHICAL/HISORICAL NOTE..... 4
SCOPE AND CONTENT NOTE 4
CONTENTS LIST 5

Use of manuscript materials. If you wish to examine items in the manuscript group, please fill out a call slip specifying the materials you wish to see. Consult the Container List for location information needed on the call slip.

Photocopying. Should you wish to request photocopies, please consult a staff member. Do not remove items to be photocopied. The existing order and arrangement of unbound materials must be maintained. Reproductions must be made from surrogates (microfilm, digital scan, photocopy of original held by LSU Libraries), when available.

Publication. Readers assume full responsibility for compliance with laws regarding copyright, literary property rights, and libel.

Permission to examine archival materials does not constitute permission to publish. Any publication of such materials beyond the limits of fair use requires specific prior written permission. Requests for permission to publish should be addressed in writing to the Head, Public Services, Special Collections, LSU Libraries, Baton Rouge, LA, 70803-3300. When permission to publish is granted, two copies of the publication will be requested for the LLMVC.

Proper acknowledgement of LLMVC materials must be made in any resulting writing or publications. The correct form of citation for this manuscript group is given on the summary page. Copies of scholarly publications based on research in the Louisiana and Lower Mississippi Valley Collections are welcomed.

KIWANIS CLUB OF BATON ROUGE INC. (DOWNTOWN) RECORDS Mss.3875, 4224
1915-1988

SUMMARY

- Size.** 6 linear ft.
- Geographic Locations.** Baton Rouge, Louisiana
- Inclusive Dates.** 1915-1988
- Bulk Dates.** 1940-1950; 1975-1985
- Language.** English
- Summary.** Correspondence, newspaper clippings, printed items, photographs, and records of the Kiwanis Club of Baton Rouge, Inc. (Downtown). Items pertain principally to membership, meetings, conferences, and activities.
- Finding aids.** An extensive calendar of a portion of this collection was created in 1984 and is available in the reading room.
- Access.** Time capsule not available for public access.
- Copyright.** Copyright of the original materials is retained by descendants of the creators of the material in accordance with U.S. copyright law.
- Citation.** Kiwanis Club of Baton Rouge Inc. (Downtown) Records, Mss. 3875, 4224, Louisiana and Lower Mississippi Valley Collections, LSU Libraries, Baton Rouge, La.
- Stack Location.** 41:36-37; OS:K; Map cage

BIOGRAPHICAL/HISORICAL NOTE

Kiwanis was founded in Detroit, Michigan, on January 21, 1915 by Allen S. Browne, a professional organizer who started signing up local businessmen for a mutual interest club. Later that same year a group of Cleveland, Ohio, businessmen organized a club in their community. The original Detroit club grew to more than 100 members, and in 1916 the organization became international when the first Canadian club was formed in Hamilton, Ontario. A constitution and the first international officers were the results of the first convention in Cleveland. The second convention was held in Detroit, where the emblem became the letter "K" with the words Kiwanis Club enclosed in a double circle. In 1928 the International Office was established in Chicago, and it is currently headquartered in Indianapolis, Indiana. The Kiwanis Club of Baton Rouge was organized on April 24, 1919 and chartered on May 15, 1919. There are currently 19 Kiwanis Clubs in Baton Rouge and the surrounding areas.

SCOPE AND CONTENT NOTE

Kiwanis Club records include pamphlets, programs, bulletins, and newsletters; committee and conference information; correspondence, forms, and reports; extensive membership information and Board Meeting minutes. Also included are personal files of 1945 Past-president Charles E. Craig, which are composed of newsletters, meeting schedules, programs, financial statements, newspaper articles, correspondence, and reports (his alphabetical arrangement was maintained for his files). Also present is a time capsule prepared by the group, to be opened in 2025.

KIWANIS CLUB OF BATON ROUGE INC. (DOWNTOWN) RECORDS Mss.3875, 4224
1915-1988

CONTENTS LIST

<u>Stack Location</u>	<u>Box</u>	<u>Folder</u>	<u>Contents with dates</u>		
41:36	1	1	Pamphlets (1927-29; 1943-49)		
		2	Pamphlets (1954; 1961; 1966; n.d.)		
		3	<u>The Register</u> (1949)		
		4	Programs (1931; 1946-1962)		
		5	Monographs (1949)		
		6	Golden Anniv. Booklet (1969)		
		7	Kiwanis Magazine (1955)		
		8	International Bulletin (1980)		
		9	District Bulletin (1951-54; 1974)		
		10	Official Bulletin (1928-32)		
		11	Newsletters (1975; 1984-85)		
		12	Weekly Bulletin (1983-86)		
		13	Weekly Bulletin (1987)		
		14	Weekly Bulletin (1988)		
		2	2	15	Achievement Committee (1977-78)
1	Achievement Committee (1978-81)				
2	Committee Information (1927-1959; n.d.)				
3	Committee Information (1928-1932; 1962-69)				
4	Committee brochures (1968-71)				
5	Organization Conference (1949-55; n.d.)				
7-8	President's Training Conference (1977-1982)				
9	Monthly Suggestions (1927-32)				
10-15	Correspondence (1928, 1984, n.d.)				
16	Report Forms (n.d.)				
3	3	17	Expenditures (1982-83)		
		1	Supplies Catalog (1972; 1974; 1978-80)		
		2	Agenda (1981-82)		
		3	Agriculture (1957; 1961; 1963; n.d.)		
		4-6	Achievements (1963-75)		
		7	Annual Club report (1975-81)		
		8-9	Chairman reports (1980-83)		
		10	Club Manual (1980-81)		
		11	Secretary's Manual (1981-82)		
		12	Club Manual (1982-83)		
		13	"I Care" Program (1983)		
		14	General Fund Budget (1980-81)		
		15	Club Expenditures (1981-82)		
		4	4	1	Membership Roster (1927-30; 1974-78)
				2-3	Membership Directory (1981-84, n.d.)
4	Meeting Information (1977-78)				
5	Life Member Paperwork (1978)				
6-7	Honorary Members (1975-82)				
8-12	Membership Changes (1977-83)				

KIWANIS CLUB OF BATON ROUGE INC. (DOWNTOWN) RECORDS Mss.3875, 4224
1915-1988

<u>Stack Location</u>	<u>Box</u>	<u>Folder</u>	<u>Contents with dates</u>	
41:36	4	13-15	Membership Applications (1976-83)	
		16	Membership Proposals (1982)	
	5	1-3	Leave of absence Requests (1980-83)	
		4	Membership Non-Acceptance (1981-83)	
		5-6	Membership Proposals (1981-1983)	
		7	Attendance Warning letters (1979-80)	
		8-10	Resignations (1981-83)	
		11	New Charter Information (1983)	
		12	Club Ranking (1981-82)	
		13	Official Minutes (1924-25)	
		14-21	Board Meeting Minutes (1967-78)	
		6	1-4	Board Meeting Minutes
	5		Board Meeting Agenda (1982-83)	
	6		Income Tax Forms (1948-72)	
	7		Award Certificates (1967-77)	
	8		Official Monthly Report (1978)	
	9		Foundation donations (1980-81)	
	10-13		Official Monthly Report (1969; 1977-83)	
	14		Official Meeting Forms (1979-80)	
	15		Club Officers (1978-79)	
	41:37		7	1
2		Table of Organization (1973-78)		
3		“Builder Upper” (1941-69; 1980; n.d.)		
4		Visiting Clubs Newsletters (1927; 1930; 1949)		
5		Printed Items- Advertisements (n.d.)		
6		Printed Items –Newspaper Articles (n.d.)		
7-9		Printed Items-Newspaper Articles (1921-1988; 1925; 1927-30; 1933; 1936)		
10-13		Printed Items-District Bulletins (1987-1988)		
14		Committee Assignments (1926-29; 1932-33; 1946; 1977-78; 1986-87)		
15		Conference and Convention Info. (1926-55, 1980; 1983)		
16		Junior Miss Pageant (1961)		
17		Financial Statements (1951; 1957-58; 1961-63; 1965; 1967)		
18		Past President’s Lists (1958-63; n.d.)		
19		Mailing List (1948)		
20		Key Club (1948-53; n.d.)		
21		Key Club (1970-71. n.d.)		
22		Brief History of Kiwanis (n.d.)		
23		Bylaws (1965-71; n.d.)		
24		Bylaws Amendments (1968-76; n.d.)		
8		1		Financial Statements (1970-73)
		2		Financial Statements (1974-75; 1977)

KIWANIS CLUB OF BATON ROUGE INC. (DOWNTOWN) RECORDS Mss.3875, 4224
1915-1988

<u>Stack Location</u>	<u>Box</u>	<u>Folder</u>	<u>Contents with dates</u>
41:37	8	3	Financial Statements (1978)
		4	Financial Statements (1978-79)
		5	Financial Statements (1979-84)
		6	Photographs (n.d.)
		7	Photographs –metal plate (1948)
		8	Photographs-Slides (n.d.)
		9	C.E. Craig Personal File Accordion File “A” (1945)
		10	C.E. Craig personal File Accordion File “A” (1945-46; 1975)
		11	C. E. Craig Personal File Accordion File “B” (1945)
		12	C. E. Craig Personal File Accordion File “B” (1944-45)
		13	C.E. Craig Personal File Accordion File “B” Kiwanian Bylaws (1935)
		14	C.E. Craig Personal File Accordion File “C” (1945)
		15	C. E. Craig Personal File Accordion File “E” (1945)
		16	C.E. Craig Personal File Accordion File “F” District Correspondence (1945)
		17	C.E. Craig Personal File Accordion File ”G” (1945)
		18	C.E. Craig Personal File Accordion File “H” (1945)
		19	C.E. Craig Personal File Accordion File “I,J,K,M,O” (1945)
		20	C.E. Craig Personal File Accordion File “P. Q-Z” (1944-45)
41:36	9		Artifact – Calendar of Meetings, undated
41:37	10	1	Achievement, Agriculture, Inter-club Relations Comms. (1928;1932; 1935-36; 1946, 1952)
		2	Calendars (1927-29)
		3	Circle K (1952; n.d.)
		4	Constitutions & By-laws (1924;1929; 1932; 1943; 1947-48; 1950; 1954)
		5	District Bulletins (1948-55; 1957; 1967; 1969; 1970; 1976)
		6	District Conventions (1931; 1946; 1948-54; 1957; 1959; 1962)
		7	District/Division Materials (1926; 1929; 1931;1949-52; 1954; 1956; 1960; 1967;n.d.)

KIWANIS CLUB OF BATON ROUGE INC. (DOWNTOWN) RECORDS Mss.3875, 4224
1915-1988

<u>Stack Location</u>	<u>Box</u>	<u>Folder</u>	<u>Contents with dates</u>
		8	Education & Attendance Comm. (1927, 1929, 1942, 1950-51.; 1954-58. 1960-69, n.d.)
41:37	10	9	Emblems
		10	50 th Anniversary (1919-69)
		11	Financial Reports (1926; 1931, 1941; 1949; 1955, n.d.)
	11	1	International Conventions (1926-28; 1946-53; 1969)
		2	History & Archives (1915-75)
		3	Key Club (1947-53; n.d.)
		4	Ladies' Night & Installation of Officers (1926; 1928; 1930; 1935; 1946-50; 1954; 1956-57)
		5	Minstrel (1948)
		6	Minutes (1925-27)
		7	Miscellaneous (n.d.)
		8	Miscellaneous (1920's)
		9	Miscellaneous (1930's)
		10	Miscellaneous (1940's)
	12	1	New Clubs (1946-49; 1954)
		2	Pancake Day & Talent Contest (1950;1951;1954-55; 1961; 1969-70)
		3	Playgrounds (1926)
		4	Public Affairs Comm. (1928; 1942-43)
		5	<i>The Register</i> (KCBR, magazine) (1949)
		6	Rosters, (1919-57)
		7	Rosters (1958-71)
		8	Special Activities (1925; 1928; 1930; 1936; 1946; 1949; 1951)
		9-11	Weekly Bulletins (1926-49)
	13	1	Weekly Bulletins (1950-58)
		2	Weekly Bulletins (1961-71)
OS: K		1	Photographs (1924; 1947; 1952; n.d.)
OS: K		2	Printed Items (1948; n.d.) Meeting Calendar (1928)
Map Cage			Time capsule, to be opened in 2025.