

Archive
Lakeshore Museum Center
Young Women's Christian Association

Collection: Young Women's Christian Association (YWCA)

Object ID Numbers: 2008.013.010

Location: LMC Archive, room 204, shelf O 3

Dates: 1912-1960

Quantity: 5 document boxes

Restrictions: No restrictions

Abstract: This collection of archival materials includes papers, records, monthly reports, publications, correspondence, and general information regarding the Muskegon Chapter of the YWCA.

Historical Information: In 1855, Emma Roberts and Mrs. Arthur Kinnaird founded the Young Women's Christian Association in London. In 1858, the YWCA movement traveled to New York and Boston, and then spread throughout the United States in the late nineteenth and early twentieth centuries. In 1908 Muskegon resident Dr. Lucy Eames assembled the foundations of the Muskegon Young Women's Christian Association, and the local chapter became recognized by the national YWCA in 1911. In 1911 the YWCA declared its purpose to be "the spiritual, intellectual, social, and physical development of young women." Throughout the twentieth century, the Muskegon YWCA provided young women and girls opportunities for character building, employment services, athletic and health programs, and for a safe place to stay the night.

Scope and Contents: This collection is arranged into the following series: administration, correspondence, Girl Reserves, Kola Akita, culinary, Muskegon Women, programs and events, plays and music, publications and booklets, and historical information.

The administration series contains: monthly reports on departmental and financial news, previous and ongoing programs, attendance, meeting minutes, updates from the Board of Directors, and any pertinent information regarding monthly occurrences at the YWCA; the constitution and by-laws, adopted January 21, 1952, outlining the functions of board and staff members, membership qualifications and requirements, the requirements for serving as officers or on committees, and the purpose of the Muskegon YWCA; meeting minutes from board meetings, regular monthly meetings and special meetings; reports including departmental, board roll calls, fiscal and statistical information; annual meeting publications, Y's Blimp, programs, reports and booklets, meeting minutes, and correspondence.

The correspondence series contains: board related correspondence such as meetings, resignations, and contracts; general correspondence such as invitations, camp information, accept/decline for invitations, thank you letters, and information about upcoming events.

The Girl Reserves series contains: conference supplements, newsletters, publications, and outreach information.

The Kola Akita series contains: monthly reports about events, announcements, and membership information and correspondence.

The culinary series contains a collection of daily menus with prices for meals available to the community at the YWCA building.

The Muskegon Women series contains the newsletters members received detailing activities, events, and news pertaining to the Muskegon YWCA.

The programs and events series contains calendars and information pertaining to local programs and events.

The plays and music series contains scripts of informational short skits designed to teach the audience about the YWCA or a chosen topic, and music either for the skits, celebrations and holidays, or written for all YWCA chapters.

The publications and booklets series contains local and national publications providing information on a certain topic or general information.

The historical information series contains the historical background and facts about the Muskegon YWCA that would be helpful for researchers.

Arrangement: This collection of papers and other archival materials was found in the Main building in room 208. The YWCA moved into the building at 430 West Clay Avenue in 1952. The Muskegon County Museum moved into the building in the 1980s. The original order of the YWCA collection is unknown.

This collection is composed largely of paper materials in different formats. The bulk of the collection consists of loose papers, but also contains bound booklets and publications, and newsletters of mixed materials such as construction paper, tag board and poster board.

This collection is arranged into ten series placed into five numbered document boxes. Monthly reports are arranged by month and year to follow original order. The majority of the collection appears to be haphazardly assembled and is currently organized in a method believed to provide easier access for researchers and staff.

Contents:

Series 1: Administration

Sub-Series: Monthly Reports
1918-1929, 1950-1959
Sub-Series: Constitution/By-Laws
1952
Sub-Series: Meeting Minutes
1929-1940
Sub-Series: Reports
1942-1960
Sub-Series: Annual Meeting
1929-1958

Found in Boxes 1,2,3,4

Series 2: Correspondence

Sub-Series: Board
1919-1956
Sub-Series: General
1939-1955

Found in Box 5

Series 3: Girl Reserves

1940, most unknown

Found in Box 5

Series 4: Kola Akita- Business Girls

Sub-Series: Reports/ Announcements
1940-1944
Sub-Series: Correspondence
1940-1944

Found in Box 5

Series 5: Culinary

Dates unknown

Found in Box 5

Series 6: Muskegon Women

1912-1921

Found in Box 5

Series 7: Programs and Events

1933-1943

Found in Box 5

Series 8: Plays and Music

Dates unknown

Found in Box 5

Series 9: Publications and Booklets

1940, bulk unknown

Found in Box 5

Series 10: Historical Information

1949-1953

Found in Box 5