



ArchivesSpace

# **Business and Professional Women's Club of Schenectady; Records**

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M.E. Grenander Department of Special Collections & Archives

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## Summary Information

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<b>Repository:</b>	M.E. Grenander Department of Special Collections & Archives
<b>Title:</b>	Business and Professional Women's Clubs of Schenectady, New York Records
<b>ID:</b>	apap218
<b>Date [inclusive]:</b>	1927-2011, Undated
<b>Physical Description:</b>	21.92 cubic ft.
<b>Physical Location:</b>	The materials are located onsite in the department.
<b>Language of the Material:</b>	English .
<b>Mixed Materials [Collection]:</b>	X
<b>Abstract:</b>	These records document the history of the Business and Professional Women's Club of Schenectady, NY.

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, Business and Professional Women's Club of Schenectady, New York Records, 1927-2011. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the BPW Club of Schenectady, New York Records).

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## Biographical History

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The Schenectady Business and Professional Women's Club was federated on May 11, 1927 at what is now Schenectady County Community College. Founded on July 15, 1919, the Business and Professional Women's Club was financed through a federal grant established by the War Department to help professional women organizations. According to its vision statement it strives to be "the premier organization of women serving women...an active and inclusive club that fosters economic self-sufficiency, professional mentorship and resources, and a diverse network of members supporting each other, the community and those new to the area." There were 51 charter members, and Ella Magill Talbot

served as the first president of the organization. In 1936, the Schenectady Club became incorporated into the New York State, National, and International Federations of Business and Professional Women's Clubs.

Currently the Schenectady Business and Professional Women's Club holds monthly meetings where members, "grow professionally, explore career strategies, and advocate for women regarding important social issues." The Business and Professional Women's Club also helps promote the elimination of gender discrimination in employment and equal pay. Some of the events that the Club hosts include, a fashion show, guest speakers, and a celebration of the woman of the year from their membership. The Club also offers scholarships to women who are high school seniors in Schenectady County and women over twenty-five who are returning to their studies to promote women in their pursuit to receive a higher education.

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## Scope and Contents

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These records document the history of the Business and Professional Women's (BPW) Club of Schenectady, NY. The collection includes financial documents, meeting minutes, news clippings, publications, events and programs, scrapbooks detailing the Club's activities and accomplishments, and photographs. The collection also includes records retained by Club members involved in BPW activities at the district and state levels.

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## Arrangement of the Collection

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The collection is arranged alphabetically.

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## Administrative Information

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### Publication Statement

M.E. Grenander Department of Special Collections & Archives

## Revision Description

EAD file created Encoded in EAD by Jodi Boyle Updated by Sheri Sarnoff Description updated by Amanda Greenwood following processing of collection 2014 2015 2020 2021

## Processing Information

Processed in 2021 by Amanda Greenwood.

## Acquisition Information

Members Judy Schultz, Jean Osterhout, and Catherine Raycroft donated materials for the collection in a series of four accessions in 2006-2007.

## Access

Access to this collection is unrestricted.

## Copyright

The researcher assumes full responsibility for conforming with the laws of copyright. Whenever possible, the M.E. Grenander Department of Special Collections and Archives will provide information about copyright owners and other restrictions, but the legal determination ultimately rests with the researcher. Requests for permission to publish material from this collection should be discussed with the Head of Special Collections and Archives.

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## Controlled Access Headings

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- Education
- Women
- Social Activists and Public Advocates
- Schenectady, New York
- Businesswomen--New York (State)

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## Collection Inventory

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### Administrative, 1927-2005, Undated

Physical Description: 4.79 cubic ft.

## Arrangement

Arranged alphabetically.

## Scope and Contents

This series consists of audits, budgets, by-laws, expense reports, meeting minutes, anniversary proclamations, and files of the president, secretary, and treasurer. Membership lists, rosters, and directories are also included in the series.

Title/Description	Instances	
Annual President Reports, 1927-19511968-1971	Box 1	Folder 1
BPW Club Treasurer Guidelines, 1982Undated	Box 1	Folder 2
BPW President, 198519901994-19951997-1998	Box 1	Folder 3
Brochures, Undated	Box 1	Folder 4
By-Laws, 1958	Box 1	Folder 5
By-Laws, 1982	Box 1	Folder 6
By-Laws, 1984	Box 1	Folder 7
By-Laws, 1985	Box 1	Folder 8
By-Laws, 1991	Box 1	Folder 9
By-Laws, 1992	Box 1	Folder 10
By-Laws, 1993	Box 1	Folder 11
By-Laws, 1994	Box 1	Folder 12
By-Laws, 1995	Box 1	Folder 13
By-Laws, 1996	Box 1	Folder 14
By-Laws, 1997	Box 1	Folder 15
By-Laws, 1998	Box 1	Folder 16
By-Laws, 2000	Box 1	Folder 17
By-Laws, Undated	Box 1	Folder 18
By-Laws and Constitution, 1947-1948	Box 1	Folder 19
Certificate of Incorporation, 1936	Box 1	Folder 20
Certificate of Incorporation, 1956	Box 1	Folder 21
Certificate of Incorporation, 1997	Flat-File 1	
Charter, 1927	Box 1	Folder 22
Committees, 1998-1999	Box 1	Folder 23
Coreta V. Hatlee Endowment Fund, 19831985-1987	Box 1	Folder 24
Expense Receipts, 1955-1956		

Business and Professional Women's Club of Schenectady; Records

	Box 1	Folder 25
Financials, 1937-1938	Box 1	Folder 26
Financials, 1975	Box 1	Folder 27
Financials, 1976	Box 1	Folder 28
Financials, 1977-1978	Box 1	Folder 29
Financials, 1979	Box 1	Folder 30
Financials, 1980	Box 1	Folder 31
Financials, 1981	Box 1	Folder 32
Financials, 1982	Box 1	Folder 33
Financials, 1983	Box 1	Folder 34
Financials, 1984	Box 1	Folder 35
Financials, 1985	Box 1	Folder 36
Financials, 1986	Box 1	Folder 37
Financials, 1987	Box 1	Folder 38
Financials, 1988	Box 1	Folder 39
Financials, 1989	Box 1	Folder 40
Financials, 1990	Box 1	Folder 41
Financials, 1991	Box 1	Folder 42
Financials, 1992	Box 1	Folder 43
Financials, 1993	Box 1	Folder 44
Financials, 1994	Box 1	Folder 45
Financials, 1995	Box 1	Folder 46
Financials, 1996	Box 1	Folder 47
Financials, 1998	Box 1	Folder 48
Financials, 1999	Box 1	Folder 49
Financials, 2000	Box 1	Folder 50
Financials, 2001	Box 1	Folder 51
Financials, 2002	Box 1	Folder 52
Financials, 2003	Box 1	Folder 53
Financials, Undated	Box 1	Folder 54
Foundation Vice Chair Files, 1995-1998-2001	Box 1	Folder 55
Handbook of Policies and Procedures, 1986	Box 1	Folder 56

Handbook of Policies and Procedures, 1990-1996	Box 1	Folder 57
How to Have A Good Meeting, 1997-1998	Box 1	Folder 58
Judith Schultz Files, 19931996-1999Undated	Box 1	Folder 59
Linda Veraska Secretary Files (1 of 2), 2000-2001	Box 1	Folder 60
Linda Veraska Secretary Files (2 of 2), 2000-2001	Box 1	Folder 61
Local Organization Action Planner, 1996-1999	Box 1	Folder 62
Local Organization President and Officers, 19791991-19921998Undated	Box 1	Folder 63
Manual of Instruction (1 of 2), 1980	Box 1	Folder 64
Manual of Instruction (2 of 2), 1980	Box 2	Folder 1
Meeting Minutes, 1930	Box 2	Folder 2
Meeting Minutes, 1931	Box 2	Folder 3
Meeting Minutes, 1933	Box 2	Folder 4
Meeting Minutes, 1938	Box 2	Folder 5
Meeting Minutes, 1940	Box 2	Folder 6
Meeting Minutes, 1941	Box 2	Folder 7
Meeting Minutes, 1942	Box 2	Folder 8
Meeting Minutes, 1943	Box 2	Folder 9
Meeting Minutes, 1944	Box 2	Folder 10
Meeting Minutes, 1945	Box 2	Folder 11
Meeting Minutes, 1946	Box 2	Folder 12
Meeting Minutes, 1947	Box 2	Folder 13
Meeting Minutes, 1948	Box 2	Folder 14
Meeting Minutes, 1949	Box 2	Folder 15
Meeting Minutes, 1950	Box 2	Folder 16
Meeting Minutes, 1951	Box 2	Folder 17
Meeting Minutes, 1952	Box 2	Folder 18
Meeting Minutes, 1953	Box 2	Folder 19
Meeting Minutes, 1959	Box 2	Folder 20
Meeting Minutes, 1960	Box 2	Folder 21
Meeting Minutes, 1961	Box 2	Folder 22
Meeting Minutes, 1962	Box 2	Folder 23
Meeting Minutes, 1963		



## Business and Professional Women's Club of Schenectady; Records

	Box 2	Folder 24
Meeting Minutes, 1964	Box 2	Folder 25
Meeting Minutes, 1965	Box 2	Folder 26
Meeting Minutes, 1966	Box 2	Folder 27
Meeting Minutes, 1967	Box 2	Folder 28
Meeting Minutes, 1968	Box 2	Folder 29
Meeting Minutes, 1969	Box 2	Folder 30
Meeting Minutes, 1970	Box 2	Folder 31
Meeting Minutes, 1977	Box 2	Folder 32
Meeting Minutes, 1978	Box 2	Folder 33
Meeting Minutes, 1983	Box 2	Folder 34
Meeting Minutes, 1984	Box 2	Folder 35
Meeting Minutes, 1985	Box 2	Folder 36
Meeting Minutes, 1986	Box 2	Folder 37
Meeting Minutes, 1987	Box 2	Folder 38
Meeting Minutes, 1988	Box 2	Folder 39
Meeting Minutes, 1989	Box 2	Folder 40
Meeting Minutes, 1990	Box 2	Folder 41
Meeting Minutes, 1991	Box 2	Folder 42
Meeting Minutes, 1992	Box 2	Folder 43
Meeting Minutes, 1993	Box 2	Folder 44
Meeting Minutes, 1994	Box 2	Folder 45
Meeting Minutes, 1995	Box 2	Folder 46
Meeting Minutes, 1996	Box 2	Folder 47
Meeting Minutes, 1997	Box 2	Folder 48
Meeting Minutes, 1998	Box 2	Folder 49
Meeting Minutes, 1999	Box 2	Folder 50
Meeting Minutes (1 of 2), 2000	Box 3	Folder 1
Meeting Minutes (2 of 2), 2000	Box 3	Folder 2
Meeting Minutes (1 of 3), 2001	Box 3	Folder 3
Meeting Minutes (2 of 3), 2001	Box 3	Folder 4
Meeting Minutes (3 of 3), 2001	Box 3	Folder 5

Business and Professional Women's Club of Schenectady; Records

Meeting Minutes (1 of 4), 2002	Box 3	Folder 6
Meeting Minutes (2 of 4), 2002	Box 3	Folder 7
Meeting Minutes (3 of 4), 2002	Box 3	Folder 8
Meeting Minutes (4 of 4), 2002	Box 3	Folder 9
Meeting Minutes (1 of 5), 2003	Box 3	Folder 10
Meeting Minutes (2 of 5), 2003	Box 3	Folder 11
Meeting Minutes (3 of 5), 2003	Box 3	Folder 12
Meeting Minutes (4 of 5), 2003	Box 3	Folder 13
Meeting Minutes (5 of 5), 2003	Box 3	Folder 14
Meeting Minutes (1 of 4), 2004	Box 4	Folder 1
Meeting Minutes (2 of 4), 2004	Box 4	Folder 2
Meeting Minutes (3 of 4), 2004	Box 4	Folder 3
Meeting Minutes (4 of 4), 2004	Box 4	Folder 4
Meeting Minutes, 2005	Box 4	Folder 5
Meeting Minutes, Undated	Box 4	Folder 6
Model Local Organization By-Laws, 1997	Box 4	Folder 7
Nominating Committee, 1971-19791996-1998	Box 4	Folder 8
Organization Pamphlet, 1968-1969	Box 4	Folder 9
Parliamentary Procedure, 1974-197519801990	Box 4	Folder 10
President Charlotte George's Files, 1945-1946	Box 4	Folder 11
President Charlotte George's Files, 1946-1947	Box 4	Folder 12
President Margaret A. Smith's Files, 1944-1945	Box 4	Folder 13
Presidents Packet, 1997Undated	Box 4	Folder 14
Proclamations, 19701972-1973198719942002-2003	Flat-File 2	
Secretary Board Minutes, 1990	Box 4	Folder 15
State Citations, 1992	Flat-File 3	
State Citations, 1997	Flat-File 4	
State Directory, 2002-2003	Box 4	Folder 16
Stationery, Undated	Box 4	Folder 17
Treasurer Audit, 1996-1997	Box 4	Folder 18
Treasurer Audit (1 of 2), 1998-2000	Box 4	Folder 19
Treasurer Audit (2 of 2), 1998-2000	Box 4	Folder 20

Treasurer Files, 196919781981-1983	Box 4	Folder 21
Treasurer Ledger, 1926-1936	Box 4	Folder 22
Treasurer Ledger, 1937-1941	Box 4	Folder 23
Treasurer Pins, 2003	Oversized 1	
Website, 1998	Box 4	Folder 24

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## Events and Programs, 1947-2006, Undated

Physical Description: 3.35 cubic ft.

### Arrangement

Arranged alphabetically.

### Scope and Contents

This series consists of materials detailing the events and the educational programs held by the organization. Materials included are bound programs, handbills, leaflets, pamphlets, photographs, and manuals. Various folders hold documents related to the series during a single year or a span of years, while other folders hold specific events or programs held during consecutive years. Some events or programs were held in succession for many years by the organization, such as the Woman of the Year Award, Young Careerist Award, the Annual Fashion Show, the Legislative Platform Program, and the Issues Management Program. A unique fundraising program entitled "Save the Satchel" during 1999-2000 raised money to support the conservation of Susan B. Anthony's alligator satchel. The Business and Professional Women's Club of Schenectady also collaborated with other clubs to hold events such as the 2001 Business and Professional Women's Club of Schenectady and Kiwanis Art Show. Annual conferences and anniversary celebrations are also included in the series.

Title/Description	Instances	
20th Anniversary, 1947	Box 1	Folder 1
40th Anniversary Dinner, 1967	Box 1	Folder 2
50th Anniversary, 1977	Box 1	Folder 3
70th Anniversary Celebration, 1997	Box 1	Folder 4
75th Anniversary, Ad Forms, 2002	Box 1	Folder 5
75th Anniversary Committee (1 of 2), 2002	Box 1	Folder 6
76th Anniversary Committee (2 of 2), 2002	Box 1	Folder 7
BPWS and Kiwanis Club Art Auction, 2001	Box 1	Folder 8
Building Women Power, 1989-1991	Box 1	Folder 9
Business Woman's Trade Show, 2000	Box 1	Folder 10
Emblem Program, 1984-1985	Box 1	Folder 11
Equal Pay, 19731979	Box 1	Folder 12

## Business and Professional Women's Club of Schenectady; Records

Events, 1973-1979	Box 1	Folder 13
Events, 1981-1983	Box 1	Folder 14
Events, 1985	Box 1	Folder 15
Events, 1987-1989	Box 1	Folder 16
Events, 1990	Box 1	Folder 17
Events, 1991	Box 1	Folder 18
Events, 1992	Box 1	Folder 19
Events, 1993	Box 1	Folder 20
Events, 1994	Box 1	Folder 21
Events, 1995	Box 1	Folder 22
Events, 1996	Box 1	Folder 23
Events, 1997	Box 1	Folder 24
Events, 1998	Box 1	Folder 25
Events, 1999	Box 1	Folder 26
Events, 2000	Box 1	Folder 27
Events, 2001	Box 1	Folder 28
Events, 2002	Box 1	Folder 29
Events, 2003	Box 1	Folder 30
Events, 2004	Box 1	Folder 31
Events, 2005	Box 1	Folder 32
Events, 2006	Box 1	Folder 33
Events, Undated	Box 2	Folder 1
Fashion Show, 1995-1996	Box 2	Folder 2
Fashion Show, 1997	Box 2	Folder 3
Fashion Show, 1998	Box 2	Folder 4
Fashion Show, 2000	Box 2	Folder 5
Fashion Show, 2001	Box 2	Folder 6
Fashion Show, 2002	Box 2	Folder 7
Fashion Show, 2004	Box 2	Folder 8
Fashion Show Programs, 1991-2000Undated	Box 2	Folder 9
Former Member and Leadership, 1994-1997	Box 2	Folder 10
Foundation, 1981-1999Undated	Box 2	Folder 11

Girl Scouts Collaboration (1 of 2), 1996-1997	Box 2	Folder 12
Girl Scouts Collaboration (2 of 2), 1996-1997	Box 2	Folder 13
Green Knitted Coaster, Undated	Oversized 1	
Individual Development Program, 1997-1998	Box 2	Folder 14
Individual Development Program, 2002	Box 2	Folder 15
Issues Management, 2000	Box 2	Folder 16
Legislative, 1974-1975197719851991	Box 2	Folder 17
Legislative (1 of 2), 1993-1998	Box 2	Folder 18
Legislative (2 of 2), 1993-1998	Box 2	Folder 19
Legislative, Undated	Box 2	Folder 20
Legislative Platform Program, 2002	Box 2	Folder 21
National Committee on Pay Equity, 1999-2001	Box 2	Folder 22
Save the Satchel Project (1 of 3), 1999-2000	Box 2	Folder 23
Save the Satchel Project (2 of 3), 1999-2000	Box 2	Folder 24
Save the Satchel Project (3 of 3), 1999-2000	Box 2	Folder 25
Scholarship, 1990-2000	Box 2	Folder 26
Social Security Program, 1998-1999	Box 3	Folder 1
Speakers, 1993-1998	Box 3	Folder 2
Speech Training, Undated	Box 3	Folder 3
State Lobby Day, 2003	Box 3	Folder 4
Status of Women, 19851992-1994	Box 3	Folder 5
Train the Trainer Effective Leaders, 1996	Box 3	Folder 6
Woman Of The Year, 1998-1999	Box 3	Folder 7
Woman Of The Year, 2001	Box 3	Folder 8
Woman Of The Year, 2002	Box 3	Folder 9
Woman Of The Year, 2005	Box 3	Folder 10
Women and the Workplace 2nd Annual Conference, 19821987	Box 3	Folder 11
Women's History Month (1 of 2), 1995	Box 3	Folder 12
Women's History Month (2 of 2), 1995	Box 4	Folder 1
Women In The Military, 1992-1993	Box 4	Folder 2
Wooden Collect Table Topper, Undated	Oversized 1	
Young Careerist Program, 1981-1982	Box 4	Folder 3

Young Careerist Program, 198319851987-1988	Box 4	Folder 4
Young Careerist Program, 1992-1997	Box 4	Folder 5
Young Careerist Program, 1998	Box 4	Folder 6
Youth Leadership, 1985-1987	Box 4	Folder 7
Youth Leadership, 1992-1997	Box 4	Folder 8

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## Subject Files, 1938-2005, Undated

Physical Description: 1.21 cubic ft.

### Arrangement

Arranged alphabetically.

### Scope and Contents

The Subject Files series contains newspaper clippings, photographs, correspondence, other Business and Professional Women's Club newsletters, publicity scrapbooks and public relations documents, awards and certificates, club dinner invitations from the 1970s, club poems, a 2001 club calendar, and membership records.

Title/Description	Instances	
2001 Calendar, 2001	Box 1	Folder 1
50th Anniversary Program, 1977	Box 1	Folder 2
Awards and Certificates, 1943-1947	Box 1	Folder 3
Awards and Certificates, 1974-1975	Box 1	Folder 4
Awards and Certificates, 1981-1982	Box 1	Folder 5
Awards and Certificates, 1984-1985	Box 1	Folder 6
Awards and Certificates, 19911993-1994	Box 1	Folder 7
Awards and Certificates, 19942000-2004	Flat-File 5	
Awards and Certificates, 2001-2004	Box 1	Folder 8
BPW/NYS Directory, 1990-1991	Box 1	Folder 9
BPW/NYS Directory, 2000-2001	Box 1	Folder 10
BPW/NYS Leadership Directory, 2002-2003	Box 1	Folder 11
Correspondence, 19972000-2004	Box 1	Folder 12
Dinner Invitations, 19751977-1978	Box 1	Folder 13
Glee Club Membership, 1952	Box 1	Folder 14
Guidelines for Local Organization News Service, 2001-2002	Box 1	Folder 15

Member Listing, 1962	Box 1	Folder 16
Member Listing, 1976	Box 1	Folder 17
Member Listing, 1977	Box 1	Folder 18
Member Listing, 1978	Box 1	Folder 19
Member Listing, 1994	Box 1	Folder 20
Member Listing, 1996	Box 1	Folder 21
Member Listing, 1997	Box 1	Folder 22
Member Listing, 1999-2000	Box 1	Folder 23
Member Listing, 2002	Box 1	Folder 24
Member Listing, 2003	Box 1	Folder 25
Member Listing, Undated	Box 1	Folder 26
Member Roster BPW/USA, 1984-1985	Box 1	Folder 27
Membership, Annual Hospitality Report, 1994-1996Undated	Box 1	Folder 28
Membership, Annual Report, 1945	Box 1	Folder 29
Membership, General, 1984	Box 1	Folder 30
Membership, General, 1985	Box 1	Folder 31
Membership, General, 1986	Box 1	Folder 32
Membership, General, 1988	Box 1	Folder 33
Membership, General, 1989	Box 1	Folder 34
Membership, General, 1990	Box 1	Folder 35
Membership, General, 1991	Box 1	Folder 36
Membership, General, 1992	Box 1	Folder 37
Membership, General, 1993	Box 1	Folder 38
Membership, General, 1994	Box 1	Folder 39
Membership, General, 1995	Box 1	Folder 40
Membership, General, 1996	Box 1	Folder 41
Membership, General, 1997	Box 1	Folder 42
Membership, General, 1998	Box 1	Folder 43
Membership, General, 1999	Box 1	Folder 44
Membership, General, 2000	Box 1	Folder 45
Membership, General, 2001	Box 1	Folder 46
Membership, General, 2002	Box 1	Folder 47

## Business and Professional Women's Club of Schenectady; Records

Membership, General, 2003	Box 1	Folder 48
Membership, General, Undated	Box 1	Folder 49
Networking Directory, 1994	Box 1	Folder 50
Newspaper Clippings, 19521972-19731976-1977	Box 1	Folder 51
Newspaper Clippings, 1996-1998	Box 1	Folder 52
Newspaper Clippings, 2003	Box 1	Folder 53
Other Club Newsletters, 1988-1989	Box 1	Folder 54
Other Club Newsletters, 1990-19921994-19982002	Box 1	Folder 55
Past Presidents, 1927-2002	Box 1	Folder 56
Photographs, 1945	Box 1	Folder 57
Photographs, circa. 19501952	Box 1	Folder 58
Photographs, 1969	Box 1	Folder 59
Photographs, 2001	Box 1	Folder 60
Photographs, 2002	Box 1	Folder 61
Photographs, 2003	Box 1	Folder 62
Photographs, Undated	Box 1	Folder 63
Poems, 1979Undated	Box 1	Folder 64
Press Release, 2004	Box 1	Folder 65
Promotional Folder, 1997	Box 1	Folder 66
Public Relations, 1997-1998	Box 1	Folder 67
Public Relations, 1998-1999	Box 1	Folder 68
Public Relations, 1999-2000	Box 1	Folder 69
Public Relations, 2002-2003	Box 1	Folder 70
Public Relations, 2003-2004	Box 1	Folder 71
Public Relations, 2004-2005	Box 1	Folder 72
Public Relations Kit, 1991	Box 1	Folder 73
Public Relations Kit Cassette Tape, 1991	Oversized 1	
Public Relations Report, 1996-1997	Box 1	Folder 74
Publicity, 1939-1940	Box 1	Folder 75
Publicity Scrapbook, 1938-1939	Box 1	Folder 76
Rosters (1 of 3), 1979-2002	Box 1	Folder 77
Rosters (2 of 3), 1979-2002	Box 2	Folder 1



Rosters (3 of 3), 1979-2002	Box 2	Folder 2
Speak-Up - Join BPW, 1984-1985	Box 2	Folder 3
Treasurer of Memberships Files, 1981-19841989-19901997Undated	Box 2	Folder 4

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## Publications, 1933-2011

Physical Description: 1.0 cubic ft.

### Arrangement

Arranged alphabetically.

### Scope and Contents

The Publications series consists of two publications. One is *The Handclasp*, a monthly newsletter published by the Business and Professional Women's Club of Schenectady (1932-2011, with gaps), and the other is *The Communicator*, a monthly newsletter published by the Business and Professional Women's Club of New York State (2001-2003, with gaps).

Title/Description	Instances	
<i>The Communicator</i> , 2001	Box 1	Folder 1
<i>The Communicator</i> , 2002	Box 1	Folder 2
<i>The Communicator</i> , 2003	Box 1	Folder 3
<i>The Handclasp</i> , 1933	Box 1	Folder 4
<i>The Handclasp</i> , 1934	Box 1	Folder 5
<i>The Handclasp</i> , 1935	Box 1	Folder 6
<i>The Handclasp</i> , 1936	Box 1	Folder 7
<i>The Handclasp</i> , 1937	Box 1	Folder 8
<i>The Handclasp</i> , 1938	Box 1	Folder 9
<i>The Handclasp</i> , 1939	Box 1	Folder 10
<i>The Handclasp</i> , 1940	Box 1	Folder 11
<i>The Handclasp</i> , 1941	Box 1	Folder 12
<i>The Handclasp</i> , 1942	Box 1	Folder 13
<i>The Handclasp</i> , 1943	Box 1	Folder 14
<i>The Handclasp</i> , 1943	Box 1	Folder 15
<i>The Handclasp</i> , 1944	Box 1	Folder 16
<i>The Handclasp</i> , 1945	Box 1	Folder 17

<i>The Handclasp</i> , 1946	Box 1	Folder 18
<i>The Handclasp</i> , 1947	Box 1	Folder 19
<i>The Handclasp</i> , 1948	Box 1	Folder 20
<i>The Handclasp</i> , 1949	Box 1	Folder 21
<i>The Handclasp</i> , 1950	Box 1	Folder 22
<i>The Handclasp</i> , 1951	Box 1	Folder 23
<i>The Handclasp</i> , 1952	Box 1	Folder 24
<i>The Handclasp</i> , 1960	Box 1	Folder 25
<i>The Handclasp</i> , 1961	Box 1	Folder 26
<i>The Handclasp</i> , 1962	Box 1	Folder 27
<i>The Handclasp</i> , 1963	Box 1	Folder 28
<i>The Handclasp</i> , 1964	Box 1	Folder 29
<i>The Handclasp</i> , 1973	Box 1	Folder 30
<i>The Handclasp</i> , 1977	Box 1	Folder 31
<i>The Handclasp</i> , 1979	Box 1	Folder 32
<i>The Handclasp</i> , 1981	Box 1	Folder 33
<i>The Handclasp</i> , 1982	Box 1	Folder 34
<i>The Handclasp</i> , 1983	Box 1	Folder 35
<i>The Handclasp</i> , 1984	Box 2	Folder 1
<i>The Handclasp</i> , 1985	Box 2	Folder 2
<i>The Handclasp</i> , 1986	Box 2	Folder 3
<i>The Handclasp</i> , 1987	Box 2	Folder 4
<i>The Handclasp</i> , 1988	Box 2	Folder 5
<i>The Handclasp</i> , 1989	Box 2	Folder 6
<i>The Handclasp</i> , 1990	Box 2	Folder 7
<i>The Handclasp</i> , 1991	Box 2	Folder 8
<i>The Handclasp</i> , 1992	Box 2	Folder 9
<i>The Handclasp</i> , 1993	Box 2	Folder 10
<i>The Handclasp</i> , 1994	Box 2	Folder 11
<i>The Handclasp</i> , 1995	Box 2	Folder 12
<i>The Handclasp</i> , 1996	Box 2	Folder 13
<i>The Handclasp</i> , 1997	Box 2	Folder 14

<i>The Handclasp</i> , 1998	Box 2	Folder 15
<i>The Handclasp</i> , 1999	Box 2	Folder 16
<i>The Handclasp</i> , 2000	Box 2	Folder 17
<i>The Handclasp</i> , 2001	Box 2	Folder 18
<i>The Handclasp</i> , 2002	Box 2	Folder 19
<i>The Handclasp</i> , 2003	Box 2	Folder 20
<i>The Handclasp</i> , 2004	Box 3	Folder 1
<i>The Handclasp</i> , 2005	Box 3	Folder 2
<i>The Handclasp</i> , 2006	Box 3	Folder 3
<i>The Handclasp</i> , 2007	Box 3	Folder 4
<i>The Handclasp</i> , 2008	Box 3	Folder 5
<i>The Handclasp</i> , 2009	Box 3	Folder 6
<i>The Handclasp</i> , 2010	Box 3	Folder 7
<i>The Handclasp</i> , 2011	Box 3	Folder 8

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## Club History, 1927-2003, Undated

Physical Description: 6.82 cubic ft.

### Arrangement

Arranged alphabetically.

### Scope and Contents

This series consists of scrapbooks created by previous presidents and members of the Business and Professional Women's Club of Schenectady, photographs of members at various events, club highlights, and highlights in the history of the club.

<b>Title/Description</b>	<b>Instances</b>	
60 Years of BPW, 1979	Box 1	Folder 1
60th Anniversary, 1987	Box 1	Folder 2
60th Anniversary Party Slides, 1987	Box 1	Folder 3
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**District IV, 1936-2005, Undated**

Physical Description: 4.75 cubic ft.

## Arrangement

Arranged alphabetically.

## Scope and Contents

This series consists of administrative, social, and historical documents of the Business and Professional Women's Club of New York State's District IV between 1936 and 2005. The District IV map is comprised of the following counties of New York State: Fulton, Hamilton, Montgomery, Saratoga, Schenectady, Warren, and Washington. Members of the Business and Professional Women's Club of Schenectady were active in the club at the district level and were elected to upper administration positions. Materials included are bound programs, bulletins, handbills, handbooks, leaflets, pamphlets, photographs, newspaper clippings, and manuals. Documents detailing membership, seminars and programs, meetings, finance, administration, club histories, and meeting minutes are included in the series. Some folders holding conference or convention documents may include memorabilia.

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