

The National Business and Professional Women's Club of Corona Collection

c. 1935-1983

3047 textual document, 124 booklets, 1 scrapbook, 2 photographs | 3 linear feet | 6 boxes

Shelving Location: B-47

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Gifts of: The National Business and Professional Women's Club of Corona (01/24/1987)

Inventory

Call Number	Folder	Description of Records	Leaves
M012/01	1	Finding Aid & Accession Records	8
	2	National Business and Professional Women's Club of Corona - Year Book 1977 - 1978	26 booklets
		National Business and Professional Women's Club of Corona - Year Book 1969 - 1970	1 booklet
		National Business and Professional Women's Club of Corona - Year Book 1938 -1939	2 booklets
		Extra copies of some papers of the "National Business and Professional Women's Club of Corona - Year Book 1977 - 1978"	3 booklets
	3	Southern District Hand Book of Federation Procedures	42
	4	Treasurer's Guidelines	1 booklet
	5	Correspondence: E. V. Jones (Tax Examiner)	23 leaves, 1 booklet
		Chief, Collection Division	
		T. Nishimura, Exempt Organization	
		Saundra Snyder, Treasurer	
		Mrs. Blenda M. Neuendorf, Treasurer	
James T. Philbin			
James C. Stewart			
Loretta			

		Velva M. Reahan	
	6	Exempt Organization Annual: Instructions for filing forms and forms	5 leaves, 6 booklets
	7	Tax Exemption for the years: 1963, 1964 - 1975. Return of exempt. Request for Delinquent return 1970 - 1971.	91 leaves, 4 booklets
	8	Forms: Orders for additional supply, Registration, Change of Address, Foundation Contribution, Special Projects Contribution, Transfer, and Dues Statement.	114
	9	South Wind Releases: Vol. XXII No. 1,2 and Vol. XXXIII No. 2,3	4 booklets
	10	Letters: Loretta Seidle, President Ann Nichols Pat Eckert, President Doris Steel, President Mary Stewart Mrs. Robert R. Milner Elizabeth Hager Mrs. Bruce R. Griffith Mrs. Rawlins M. Morris	53
	11	Membership Cards, blank - 1978/1979 and 1979/1980 Treasurer's Five Year Record Card / Record of Membership cards, blank Contribution Cards & envelopes, blank The National Federation of Business and Professional Women's Clubs, Inc. brochures 1974-75 Management Seminar Series of the Business and Professional Women's Foundation. BPW booklets By-law's booklet National Business & Professional Women's Club, Corona, California, Directory and Program 1957 - 1958 Do you Know? A Federation Quiz booklet	21 leaves, 3 envelopes, 4 booklets
M012/02	12	Blank membership, remittance, and order forms.	18
	13	Correspondence to Treasurer Gerry Moody (August 26, 1958). Receipt and disbursement ledger pages, 1958 Disbursement ledger pages, 1958- 59 and 1959 - 60.	17
	14	Membership lists, intermittent from 1938 - 1980 Southwind eligibility correspondence, 1974 - 1975 Directory information, May 15, 1977 Completed membership cards, 1979/1980.	76
	15	Notes, n.d. Membership applications, 1973-1978 Statements of Club Membership 1957 - 1979	196
	16	Press clippings	17
	17	N.B.P.W. News Clippings for 1956-1957, 1957 - 1958, annual reports for 1958-1959, some material from the 1960s.	240 leaves, 17 booklets
M012/03	18	Directory and Program Booklets 1935-1965	29 booklets

	19	Security Pacific National Bank Check no. 638 - 800, Dated 02/01/1971 - 06/10/1974. Checks not included: 824, 841, 871, 887, 944, 1020, 1034, 1036, and 1037.	169
		Security Pacific National Bank Check no.601 - 613, Dated 06/22/1970 - 07/27/1970. Checks not included: 655 and 797.	
	20	Checks: <u>Security Pacific National Bank Check no. 801- 1048, Dated 06/21/1974-04/25/1976</u>	239
	21	Check registry. Checks not included: 602, 603, 608, 610, 612	5 booklets
M012/04	22	Treasury Reports: 1937 - 1950	170 leaves, 1 booklet
		1953 - 1968	
		1974 - 1980	
	23	Ledgers of disbursement, May 1968 - January 1974	32
	24	Checking Account Summary, 1970 - 1980	114
	25	Gertrude Hammond: Letters and Certificates	25
	26	Books Index	1 booklet
	27	Money Receipt Book Oct. 31, 1969 - Nov. 26, 1975	1 booklet
	28	Financial Reports	64
	29	Bills and receipts	60
	30	Statement of Club Membership Sep. 1937 - March 22, 1947	81
		Membership Payables	
	31	Minutes of Club meetings (1948-1949)	29
	32	Yearly reports 1938-1968	13
	33	Business license	45 leaves, 3 booklets
		CFBPWC address	
Federation Pledge			
Narcotics, Law Observance and Crime Prevention - Suggestions from the State Chairman - 1966			
The Leader Her Rights and Responsibilities, Rules for Press Book Contest			
Bylaws			
34	Insurance documents, 1969-1975	22	
35	Savings account statements 1958 - 1980	68	
	Checking account bank slips		
	Auditors report 1959-1960		
M012/05	36	Notes for a speech, instructions for treasurers, and charity information.	21
	37	Treasurer's correspondence with State Treasurer and U.S. Treasury Department, 1949 - 1957.	7
	38	Notes and correspondence, 1939 - 1982.	35
	39	State of California 5% Sales Tax Reimbursement Schedule and tally sheets.	29 leaves, 7 booklets
		Department of Justice correspondence, May 4, 1979	
		Application for Seller's Permit and Registration as a Retailer form, 1968 - 1975	
		Combined State and Local Sales and Use Tax Return, 1968 - 1975	
	CT-2, Periodic Report to Attorney General of California, 1978		

	Franchise Tax Board correspondence, 1955 and 1974/75	
40	Receipts and blank receipts	83
41	Bills & Receipts part 1	116
42	Bills & Receipts part 2	158
43	Bills & Receipts part 3	207
44	Financial and Cash Operating Statements, 1950s - 1970s	96
45	Programs and newsletters	18 leaves, 2 booklets
46	Bookkeeping Forms and Budgets	69
47	Form 1024 Exemption application	153 leaves, 6 booklets
	Form 990 Return of Organization exempt from income tax	
	Annual return of organization exempt from income tax under section 101 of the internal revenue code	
	Annual information returns of corporation exempt from tax under the provision of section 23701 of the Bank and corporation tax law	
	Notice of action on cancellation credit or return	
	others	
	Quarterly federal tax return	
	Return of organization exempt from tax under section 101 of the internal revenue code	
M012/6	National Business and Professional Women's Club of Corona scrapbook, 1951 - 1956.	1 scrapbook

*Call # is the Manuscript #/Box #

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c.1958

List of Relocated Items

Location	Resource ID	Description	Item Type
Photograph Drawer	CLU-aaa-241	N.B.P.W. Annual Meeting, Southern District at the Mission Inn.	Photo
Photograph Drawer	CLU-aaa-242	California State Membership Traveling Trophy - won by Southern District for the first time 1958-1959 with over 1,400 members. (1456 April 23, 1958). Presented by Katherine Peart membership chairman - accepted by Norma Hall, Pres. SO.D.	Photo