

C Women's Cancer Control Program Auxiliary, Records, 1979, 1982-1995
3933 1.5 linear feet

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INTRODUCTION

The records of the Women's Cancer Control Program Auxiliary consist of organizational and legal papers, publicity and informational materials, financial records, correspondence, membership lists, and scrapbooks. Information pertaining to the local chapters of the auxiliary is provided as well.

DONOR INFORMATION

The Women's Cancer Control Program Auxiliary, Records were donated to the University of Missouri by Kathie Reid on June 25, 1993 (Accession No. 5319). An addition to the papers was made on June 9, 1995 (Accession No. 5538).

ORGANIZATIONAL HISTORY

A non-profit, volunteer organization, the Women's Cancer Control Program Auxiliary (WCCPA) was founded in Columbia, Missouri, in October 1982 and affiliated with both the Cancer Research Center's Women's Cancer Control Program, and, later, Ellis Fischel's Cancer Screening Services. The WCCPA focused its activities on the prevention, treatment, and early detection of cancer through education and informational materials for Missouri residents.

With local branches in Columbia, Boonville, Jefferson City, Centralia, and Sedalia, the WCCPA helped to create an awareness of cancer screening and encourage participation in the activities of the Women's Cancer Control Program through volunteer assistance and sponsorship of health fairs, fashion shows, luncheons, bazaars, and rummage sales. On November 14, 1994, a motion was passed by the general body to dissolve the WCCPA. Members of WCCPA were invited to support and participate in Ellis Fischel's Cancer Screening Services.

SCOPE AND CONTENT NOTE

The Women's Cancer Control Program Auxiliary, Records consist of organizational and legal papers, publicity and informational materials, financial records, correspondence, membership lists, scrapbooks, photographs and miscellaneous materials. The records document primarily the auxiliary's efforts to aid the work of the Cancer Research Center, especially early cancer detection in women. The records are arranged in eight series: **Organizational and Legal, Minutes and Agendas, Publicity and Information, Financial, Correspondence, Membership, Scrapbooks and Photographs, and Miscellaneous.**

The **Organizational and Legal** series is comprised of the following papers: by-laws, constitution, not-for-profit corporation certificates and registrations, tax exempt status letters and Internal Revenue Service forms, mailing permits, and articles of dissolution.

The **Minutes and Agendas** series includes two subseries: Board of Directors meetings and general meetings. The Board of Directors or Executive Board began meeting on May 23, 1983, and met for the last time on October 10, 1994, at which time the board recommended the disbandment of the auxiliary. General meetings were held four times per year, with the board meeting scheduled for the first Monday of the month prior to the general meeting.

The general meetings subseries includes minutes of the meetings of the Ad Hoc Committee, which had the task of establishing an auxiliary for the Women's Cancer Control Program. On September 15, 1982, the name of the Ad Hoc Committee was changed to the Steering Committee. The general meetings minutes begin October 25, 1982, and end with the auxiliary's disbandment in May 1995.

The **Publicity and Information** series contains newsletters; programs; publicity, brochures, purpose statements, and fact sheets; and press releases and reports on the activities of the group. Some newsletters are misnumbered, unnumbered, and some numbers are duplicated.

The **Financial Records** series includes treasurer's reports and treasurer's reports and financial statements on special events such as fundraising activities. Other items included in this series are a ledger of dues and an abbreviated form of the treasurer's reports, audit statements concerning the accurateness of the financial records, a memorial fund register listing memorials set up in the names of patients who died, fundraising activity records on events such as the Femme Fair and other events which include promotional materials for the event and reports of the events. The general fundraising activities records include newspaper clippings on some of the activities of the group and promotional materials for some of their infrequent activities. The Miscellaneous folder contains records of various contributions, special funds, expenses, and bank statements.

The **Correspondence** series is comprised of miscellaneous letters to and from the auxiliary, and communications between its members. The letters are arranged in chronological order with undated correspondence at the end of the series. It should be noted that where feasible, correspondence has been filed with other items in keeping with its subject matter (e.g., letters about finances with financial records).

The **Membership** series consists of rosters of the officers, board members, and the general members. The membership lists for the governing bodies are: the Ad Hoc Committee, 1982; WCCPA officers and board members, 1982-1986; WCCPA officers and chairmen, 1986-1994; and the WCCPA board members, 1993-1994. The general membership lists include an undated mailing list and a membership roster for 1993-1994.

The **Scrapbooks and Photographs** series includes photocopies of scrapbooks of the organization. The scrapbooks (1982-1994) consisted primarily of announcements and publicity of the auxiliary's educational and informational mission and their fundraising activities. Other items in the scrapbooks were newspaper clippings on the contributions of the WCCPA. Interspersed among these publicity items were photographs which are predominantly unidentified. These photographs were removed from the scrapbooks after the photocopies were made and are at the end of the series.

The **Miscellaneous** series deals with awards; the 21th Birthday Celebration; appreciation ceremony records; material relating to the sponsoring agency, the Cancer Research Center; records of the Boonville and Centralia chapters; and Club Corner material, a resource center providing information about clubs and organizations in the Columbia/Boone County area. Records of the auxiliary's committees: Craft Committee, Ad Hoc Committee, Nominating Committee, September Sales Committee, and Telephone Committee; and records relating to volunteers (reception desk, cancer screening, etc.) complete the series.

FOLDER LIST**Organizational and Legal Series**

- f. 1 By-Laws, 1983-1993
- f. 2 Constitution, n.d.
- f. 3 Not-for-Profit Corporation, Certificates of Incorporation, 1983-1986, n.d.
- f. 4 Not-for-Profit Corporation, Annual Registration Reports, 1985-1989
- f. 5 Tax Exempt Status, 1979, 1984-1988
- f. 6 Mail Permit, 1984
- f. 7 Certificate of Dissolution, 1994

Minutes and Agendas Series

- f. 8 Board of Directors, May 1983-July 1984
- f. 9 Board of Directors, August 1984-December 1985
- f. 10 Board of Directors, April 1986-June 1988
- f. 11 Board of Directors, July 1988-October 1990
- f. 12 Board of Directors, January 1991-April 1992
- f. 13 Board of Directors, June 1992-August 1993
- f. 14 Board of Directors, October 1993-October 1994
- f. 15 General meetings, September 1982-November 1983
- f. 16 General meetings, February 1984-November 1985
- f. 17 General meetings, February 1986-November 1988
- f. 18 General meetings, February 1989-November 1990
- f. 19 General meetings, February 1991-November 1992
- f. 20 General meetings, February 1993-May 1995

Publicity and Information Series

- f. 21 Newsletters, 1983-1984
- f. 22 Newsletters, 1985-1986
- f. 23 Newsletters, 1987-1988
- f. 24 Newsletters, 1989-1990
- f. 25 Newsletters, 1991-1992
- f. 26 Newsletters, 1993-1994
- f. 27 Annual programs, 1986-1995
- f. 28 Fact Sheets, brochures, purpose statements, etc., 1982-1994
- f. 29 Press Releases, reports, and invitations, 1982-1989

Financial Records Series

- f. 30 Treasurer's reports, 1984-1985, 1987-1988
- f. 31 Treasurer's reports, 1989-1991
- f. 32 Treasurer's reports, 1992-1995
- f. 33 Special events treasurer's reports, 1988-1993
- f. 34 Ledger, 1982-1986
- f. 35 Audit statements, 1985, 1989-1993, 1995
- f. 36 Memorial fund register, n.d.

- f. 37 Fundraising activities, Card party and luncheons, 1983-1994
- f. 38 Fundraising activities, Holiday bazaar, 1987-1992, n.d.
- f. 39-41 Fundraising activities, Femme Fair, 1985
- f. 42 Fundraising activities, Femme Fair, 1986
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- f. 45 Miscellaneous, 1982-1995

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- f. 46 1982-1983
- f. 47 1984-1986, 1988-1989
- f. 48 1991-1995, n.d.

Membership Series

- f. 49 Officers, chairman, and board members, 1982-1994
- f. 50 General, 1983, 1993, n.d.

Scrapbooks and Photographs Series

- f. 51-53 volume 1, 1982-1988
- f. 54 volume 2, 1988-1994
- f. 55-59 Photographs from volume 1, #1-209
- f. 60-64 Photographs from volume 2, #210-389

Miscellaneous Series

- f. 65 Awards
- f. 66 Cancer Research Center, 21st Birthday Celebration
- f. 67 Cancer Research Center, Appreciation Ceremony
- f. 68 Cancer Research Center, General
- f. 69 Chapter Records, Boonslick (Boonville) Chapter
- f. 70 Chapter Records, Centralia Chapter
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