

Accession # 4697

Charlottetown Branch of the Unitarian Service Committee fonds

SERIES DESCRIPTION

Series 1: Administrative records. - 1962-1997. - .101m of textual records.

The series consists of administrative records of the Charlottetown branch of the Unitarian Service Commission (USC). The minutes of the annual, semi-annual, and workshops of the USC from 1962 to 1996 are incomplete and sometimes contain financial statements. Four ledgers, beginning in May of 1965 and ending in March of 1997 contain monthly financial reports which detail fundraising, donations, collections, and other various expenses. The series also contains yearly financial statements from 1967 to 1994, which outline receipts and disbursements. Two note books (1971-1985 & 1977-1984) document a monthly inventory and list of supplies such as quilts, layettes, and soap sent to countries such as Pakistan, Korea, Botswana, Bangladesh, and Vietnam. Correspondence from 1959 to 1996, which includes letters from Prime Minister Defienbaker (1959), and Dr. Lotta Hitschmanova (15 September 1975), as well as a list of donors to the Charlottetown USC are also contained in the series.

Title based on contents of series.

A FILE LISTING IS AVAILABLE

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Series 1: Administrative Records

FILE LISTING

- | | | |
|----|----------------------|-------------------------|
| 1. | Minutes | (1962-1996) |
| 2. | Ledgers | (May 1965 - March 1997) |
| 3. | Financial statements | (1967-1994) |
| 4. | Contributions | (1971-1985) |
| 5. | Correspondence | (1959-1996) |
| 6. | Donor information | (n.d.) |

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SERIES DESCRIPTION

Series 2: USC history and miscellaneous information. - 1959-1980. - .0003m of textual records.

This series consists of a short history of the USC in Canada and biography of its founder, Dr. Lotta Hitschmanova, as well as the Philosophy and Guiding Principles of the USC. A list of the provincial branches of the USC (1980), and information concerning the PEI Transition House Association (June 1987) are also contained in the series.

Title based on contents of the series.

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SERIES DESCRIPTION

Series 3: Awards. - 1977-1990. - .001m of textual records.

The USC Pin is awarded by the USC Board of Governors to an individual in recognition of at least three years consecutive outstanding service; The USC Scroll of Honour for outstanding achievement by an institution, corporation, mass media, individual, or voluntary organization; and Letters of Commendation are presented in recognition of brief service, particularly for special events, to individuals or organizations.

The series consists of lists of individuals and organizations receiving the USC Pin, Scroll of Honour, and Letters of Commendation, as well as copies of correspondence to the individuals and organizations throughout PEI who received these awards.

Title based on contents of series.

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SERIES DESCRIPTION

Series 4: Promotional Material. - 1963-1994. - .01m of textual records.

The series consists of documents relating to promotional tours of the USC, the majority of which are thank you letters from Jack Todd, from the National USC Board of Directors, to various clubs, organizations, and establishments throughout PEI, in thanks for accommodating a promotional tour of the USC throughout 1978-1980. Press releases from 1963 to 1994, and information concerning the schedule of Dr. Lotta Hitschmanova's tours to PEI in 1964 and 1971 are also contained in the series.

Title based on contents of series.

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SERIES DESCRIPTION

Series 5: Memorabilia. - 1960s - 1990s. - .065m of textual records.

This series consists of memorabilia of the Charlottetown Branch of the USC from the 1960s through to the 1990s. Newspaper clippings, many of which are undated, relate to the workings of both the Provincial and National USC from the 1960s to the 1990s. Of the twelve photographs contained in this series, one photograph of M. McKenna, Dr. Lotta Hitschmanova, and Ruth Osborne is identified, but not dated. The majority of the other eleven pictures depict unidentified committee members working in the USC packing rooms in the Dominion Building in Charlottetown and preparing rugs and quilts to be sent to foreign countries. The series also contains a scrapbook of newspaper clippings, photographs, correspondence, and press releases relating to the Charlottetown Branch of the USC from 1970 to 1976.

Title based on contents of series.