

# **United Way of Metropolitan Chicago records 1182013.UWOMCR.MAOLEMBP**

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Describing Archives: A Content Standard

University of Illinois at Chicago, Special Collections and  
University Archives Department at the Richard J. Daley Library  
11/08/2013

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## Summary Information

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<b>Repository</b>	University of Illinois at Chicago, Special Collections and University Archives Department at the Richard J. Daley Library
<b>Title</b>	United Way of Metropolitan Chicago records
<b>Date [inclusive]</b>	1917-1998
<b>Extent</b>	852.75 Linear feet
<b>Language</b>	English
<b>Abstract</b>	<p>The United Way of Metropolitan Chicago collection consists of materials detailing the history of this institution's operations from its humble beginnings in the 1930s Chicago through its incredible growth into the 1990s. Containing materials that range from correspondence to meeting minutes, and budgetary reports from agencies that received funding support from the institution, this collection provides a glimpse into roughly sixty years of this institutions operation. Of particular interest in this collection, are the many materials detailing the operation of the agencies supported by the United Way of Metropolitan Chicago, the development of the joint fundraising campaign headed by the United Way of Metropolitan Chicago the "Crusade of Mercy," as well as its affiliation and ultimate merger with the Welfare Council of Metropolitan Chicago. Being primarily administrative in nature, the materials of this collection show this institution through its common every day function and operation.</p>

## Historical note

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The United Way of Metropolitan Chicago is an institution whose impact on the Chicago metropolitan area is widespread to this day. The historical and continuing primary function of the United Way is to provide support through the allocation of financial resources to local institutions, known throughout the collection as “agencies.” The United Way of Metropolitan Chicago’s financial support is directed towards agencies that provide assistance to community members through health and wellness, and educational support. Tracking its roots back to the late 19th century, the United Way of Metropolitan Chicago can follow its most definite origins to the Emergency Welfare Fund of Chicago, which was officially formed in 1932. In this same year, the institution provided its first agency, the Chicago Urban League, with funding for social service outreach. In 1933, the Emergency Welfare Fund experienced its first name change and became known as the Community Fund of Allied Chicago Charities. However, this was short-lived, as in 1934 the name was changed to the Community Fund of Chicago, which it remained for the next 43 years. In the late 1930s, the Community Fund of Chicago established itself as a funding institution for those in need, especially underserved communities. During the Great Depression of the 1930s, the Community Fund supported agencies that were committed to creating jobs and assisting the unemployed. In the 1940s, the Community Fund remained a powerful force in providing support to local community agencies during World War II. At the same time, by working with the Community and War Fund of Chicago, the Community Fund joined the war effort by sending financial aid to countries that were disparaged by the war, as well as communities in the United States that were heavily impacted.

During the 1960s, the Community Fund focused their approach to fundraising. Primarily, they joined forces with the Mid-America Chapter of the Red Cross to create a joint fundraising effort, known as the “Joint Appeal.” This initiative served as an annual fundraising campaign to raise funding for both the Community Fund of Chicago and the Mid-America Chapter of the Red Cross. Though this effort began in the late 1950s, it really came to fruition in the 1960s, when it was renamed the Community Fund-Red Cross-Suburban Community Chest Council Crusade of Mercy, or Crusade of Mercy for short. This would become a major initiative and focus of the Community Fund for decades to come, serving as the primary fundraising campaign of the institution. The 1970s were a decade of change for the community fund. Amidst many internal changes in the first half of the decade, the Community Fund of Chicago also joined the trend of many Community Funds nationwide and changed their name to the United Way of Metropolitan Chicago. This occurred alongside the Community Fund merging with the Council for Community Services, formerly known as the Welfare Council of Metropolitan Chicago. At this point, the United Way seems to establish itself as an institution, consisting of large “Committees” or “Divisions” which oversaw many smaller committees and subcommittees, while the smaller committees managed the many facets of United Way support and functioning. It is in this vein that the United Way of Metropolitan Chicago continued on into the next two decades. Following the structural models of diverse committees and subcommittees, the United Way of Metropolitan Chicago maintained its responsibility of providing financial support and consultation to agencies concerned with local civil and welfare issues. From the 1970s on through the 1990s, the United Way began to work more heavily with federal grant funding to provide further financial support of community members in need. For example, the United Way served as a resource allocator for grant programs such as Title XX of the Social Security Act, which provides

funding for social services at the state's discretion. By serving as a middleman, or resource allocator, for federal grant programs, the United Way was able to provide administrative guidance and direction to agencies seeking financial support from federally funded grants. By directing these agencies in the application and assisting in the application process, the United Way of Metropolitan Chicago assisted agencies, especially those not qualified for United Way funding, in finding the best alternative sources of grant funding.

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## **Scope and Contents note**

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The United Way of Metropolitan Chicago Records (1917-1998) documents the beginnings and expansion of over ninety years of what would eventually become the United Way of Metropolitan Chicago. This collection is arranged into two super series: "Community Fund," and "United Way." Both super series are divided into three series each: "Institutional Files," "Agency Files," and "Publications." An attempt was made to maintain original order of the materials where possible. The records were generally organized in chronological order by subject. Where possible, the organization has been maintained in order to reflect the way in which the documents were utilized. Each series and subseries has been organized according to subject, with an attempt to keep the documents in the same order in which they were donated. These materials provide an interior view of the burgeoning Community Fund of Chicago, as it provided support for local civil and welfare concerned agencies, and its growth into the United Way of Metropolitan Chicago with its merger with the Welfare Council of Chicago. The material reflects the internal administration of the Community Fund of Chicago and the United Way of Chicago, as well as both financial and managerial audits of the many agencies funded.

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## **Administrative Information**

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### **Publication Information**

University of Illinois at Chicago, Special Collections and University Archives Department at the Richard J. Daley Library 11/08/2013

### **Conditions Governing Use note**

None

### **Processing Information note**

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## Controlled Access Headings

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### Subject(s)

- Chicago Council of Social Agencies
- Community development--Illinois--Chicago Metropolitan Area.
- Community development--Illinois--Chicago--History.
- Community development--Illinois--Chicago.
- Community development--Illinois--Cook County.
- Community Fund of Allied Chicago Charities
- Community Fund of Chicago, inc.
- Council for Community Services in Metropolitan Chicago
- Nonprofit organizations--Social aspects.
- United Community Funds and Councils of America
- United Way of America
- United Way of Metropolitan Chicago
- United Way/Crusade of Mercy (Chicago, Ill.)
- Welfare Council of Metropolitan Chicago

**Series I. Institutional Files,**

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**Collection Inventory**

Super Series I. Community Fund Records, 1917-1984

**Scope and Contents note**

Super Series I documents the records of the Community Fund of Chicago up to 1977. It contains materials from the period before the 1977 merger of the Community Fund of Chicago and the Welfare Council of Metropolitan Chicago to form the United Way of Metropolitan Chicago. There is some overlap of materials from after the 1977 merger throughout this Super Series, which maintains the context for what occurred during and immediately after the merger. Super Series I is divided into three series: "Institutional Files," "Agency Files," and "Publications."

**Series I. Institutional Files, 1917-1982****Scope and Contents note**

"Institutional Files" is a group of materials representing the institutional functioning of the Community Fund of Chicago. Comprised of meeting minutes, inner office correspondence, exterior correspondence and administrative materials. It is divided into five subseries: "Board of Directors," "Committees and Subcommittees," "Operational and Staff," "Administrative," and "Welfare Council of Metropolitan Chicago records."

**Subseries I. Board of Directors, 1925-1979****Scope and Contents note**

**Subseries II. Committees and Subcommittees,**

This subseries contains materials relating to the Board of Directors of the Community Fund of Chicago. Consisting primarily of meeting minutes, these materials detail the interest and actions of the Board of Directors in the functioning of the institution.

**Box**

Board of Directors, 1925-1979

1-13

**Subseries II. Committees and Subcommittees, 1917-1978****Scope and Contents note**

This subseries contains materials relating to the many Committees and Subcommittees of the Community Fund of Chicago. These materials vary from meeting minutes to correspondence related to the individual committees. Organized in rough chronological order, this subseries contains documents that detail the function of the Community Fund of Chicago as a financial assistance institution. These committees are varied in the nature of their responsibilities, ranging from internal administrative activities, to the management and distribution of funds, to the various agencies funded by the Community Fund of Chicago.

**Box**

Committees and Subcommittees, 1917-1978

14-228

**Subseries III. Operational and Staff, 1942-1982****Scope and Contents note**

“Operational and Staff Files” documents the administrative function of the Community Fund of Chicago. Records include correspondence, office memorandums and office notes, and other materials related to the operation and functioning of the Community Fund. This subseries provides a glance into the “every day” operations of the Community Fund of Chicago.



**Subseries IV. Administrative,**

	<b>Box</b>
Operational and Staff, 1942-1982	229-277
<b>Subseries IV. Administrative, 1930-1978</b>	
<b>Scope and Contents note</b>	
<p>This subseries contains materials from the various administrative facets of the Community Fund of Chicago. This includes published and unpublished reports of the activities of the institution, historical records, meeting minutes, and materials from other Community Funds and Community Chests at a national and regional level. Of particular interest within this subseries are the “Campaign Files” which detail the fundraising campaign efforts of the Community Fund of Chicago, most specifically the “Crusade of Mercy” which served as the Community Fund of Chicago and Mid-America Chapter of the Red Cross’s collaborative fundraising campaign.</p>	
	<b>Box</b>
Executive Director, 1961-1976	278-286
Historical Data, 1930-1956	287-290
Annual Meetings and Reports, 1951-1975	291-293
Studies/Reports and Directories, 1962-1977	294-299
Regional/National Community Chest Files, 1945-1978	300-308
Public Relations, 1951-1973	309-314
Campaign Files, 1950-1978	315-371

**Subseries V. Welfare Council of Metropolitan Chicago Records,**

372

Photographs &amp; Events, Undated

**Subseries V. Welfare Council of Metropolitan Chicago Records, 1944-1973****Scope and Contents note**

This subseries contains the records of the Welfare Council of Metropolitan Chicago, a local Chicago non-profit institution. In 1977, the Community Fund of Chicago and the Welfare Council of Metropolitan Chicago merged to create the United Way of Metropolitan Chicago. The material within this subseries documents the history of the Welfare Council from 1944 through 1973. The materials are administrative in nature and include minutes from the Board of Directors, minutes from various Committees meetings, and institutional correspondence.

**Box**

373-403

Welfare Council of Metropolitan Chicago records 1944-1973

**Series II. Agency Files, 1930-1984****Scope and Contents note**

“Agency Files” includes materials relating to the many agencies that were financially supported, or sought financial support, from the Community Fund of Chicago. The series has five subseries: “Funded Agency Files” “Applications for Participation,” “Agency Audits,” “Management Review Program,” and “General Agency Files.”

**Subseries I. Funded Agency Files, 1955-1984****Scope and Contents note**

This subseries comprises the bulk of Super Series I, and consists of all of the materials that were retained by the Community Fund of Chicago in their action of providing financial support to various agencies

**Subseries II. Applications for Participation,**

in the Chicago area. Often budgetary in nature, this material served as reference for the Community Fund of Chicago as they allocated funding to these institutions. Through the mid to late 1970s, materials are organized by agency. All supporting documentation regarding individual agencies were stored together. In the late 1970s and into the 1980s, the organization of the documentation began to change and materials were separated based on specific roles regarding the analysis of agencies for funding allocation. For example, through the mid to late 1970s, all documents regarding a particular agency's application for a year were to be kept in one folder. However, moving into the late 1970s and 1980s these same materials would be divided up by purpose, with budgetary materials being kept in their own folder and the same for managerial materials. In all cases, materials are arranged by agency and year.

**Box**

Funded Agency Files, 1955-1984

404-774

**Subseries II. Applications for Participation, 1943-1975****Scope and Contents note**

This subseries contains documents regarding agencies that applied for support from the Community Fund of Chicago. In most cases, these files represent agencies that did not receive the requested funding. Often, applications for agencies that were accepted by the Community Fund of Chicago can be found within the "Funded Agency Files" subseries.

**Box**

Applications for Participation, 1943-1975

775-789

**Subseries III. Agency Audits, 1930-1979****Scope and Contents note**

"Agency Audits" consists of materials detailing the financial audits often performed to establish which agencies needed financial support and in what fashion this support would be given. Depending on the

**Subseries IV. Management Review Program,**

audit in question, these audits were either performed by the Community Fund or by an external financial company. In some cases, these audits established whether or not agencies were operating within the standards established by the Community Fund of Chicago to qualify for support.

**Box**

Agency Audits, 1930-1979

790-820

**Subseries IV. Management Review Program, 1950-1978****Scope and Contents note**

The “Management Review Program” subseries contains material from a trial program that was run by the Community Fund of Chicago primarily in the mid to late nineteen seventies. Although the official title for this program is unknown, the purpose of the program was to establish an auditing system to evaluate each agency’s management for effectiveness following the established guidelines to receive support from the Community Fund of Chicago. Though the exact dates of the program are not known, through the observation of the materials within this subseries and the “Funded Agencies” and “Committees and Subcommittees” subseries of Super Series II, the effect can be seen in the change to the operational system regarding funding allocation. The Community Fund of Chicago, and ultimately the United Way of Metropolitan Chicago, adopted certain standards from this trial program. From the findings of this program, it is apparent that the Community Fund of Chicago established a need for more detailed analysis and regulation of its fund allocations. In turn, it also appears to have served as a foundation for how this analyzing would be performed. As a result, additional committees and guidelines were created to manage the auditing process of funded agencies, namely through managerial audits of each funded agency.

**Box**

Management Review Program, 1950-1978

821-895

**Subseries V. General Agency Files, 1957-1976**

**Series III. Publications,****Scope and Contents note**

The materials of this subseries appear to be of an informational nature to the Community Fund of Chicago. In some cases, these materials represent agencies that were funded by the Community Fund of Chicago. However, this is not always the case. Some of the represented agencies or institutions found in these materials do not appear to have received funding from the Community Fund of Chicago, but were similar in function to funded agencies. For this reason, these materials seem to exist for the sake of research within the institution.

**Box**

General Agency Files, 1957-1976

896-905

**Series III. Publications, 1937-1970****Scope and Contents note**

“Publications” includes publications produced by the Community Fund of Chicago. This subseries ranges from reports to the activities of the Community Fund of Chicago, to informational manuals or other printed informational pieces published by the Community Fund of Chicago or affiliated institutions. These materials document the type of outreach work performed by the Community Fund of Chicago and its connection with the community.

**Box**

Publications, 1937-1970

906-920

Super Series II. United Way Records, 1967-1998

**Scope and Contents note**

This Super Series reflects the records of the United Way of Metropolitan Chicago. It contains materials from, and is focused upon, the period after the 1977 merger of the Community Fund of Chicago and the Welfare Council of Metropolitan Chicago to form the United Way of Metropolitan Chicago. There is

**Series I. Institutional Files,**

some overlap documentation from before 1977 throughout this Super Series, which maintains the context for what occurred during and immediately after the merger. This super series is divided into three series: “Institutional Files,” “Agency Files,” and “Publications.”

**Series I. Institutional Files, 1967-1995****Scope and Contents note**

“Institutional Files” is a group of materials representing the institutional functioning of the United Way of Metropolitan Chicago, comprised of meeting minutes, inner office correspondence, exterior correspondence and administrative materials. It is divided into five subseries: “Board of Directors,” “Committees and Subcommittees,” “Operational and Staff,” “Administrative,” and “Comprehensive Community Services, Incorporated.”

**Subseries I. Board of Directors, 1980-1985****Scope and Contents note**

This subseries contains materials related to the functions of the Board of Directors of the United Way of Metropolitan Chicago. The documents consist primarily of meeting minutes and detail the interest and actions of the Board of Directors as the leadership of the institution.

**Box**

Board of Directors, 1980-1985

921-922

**Subseries II. Committees and Subcommittees, 1971-1985****Scope and Contents note**

This subseries contains materials regarding the many Committees and Subcommittees of the United Way of Metropolitan Chicago. These materials vary from meeting minutes to correspondence related to

**Subseries III. Operational and Staff,**

the individual committees. Running in rough chronological order, this subseries contains information detailing the internal administrative tasks of the United Way of Metropolitan Chicago as it functioned as a financial allocation and granting institution. These committees are quite varied in responsibilities and their records range from internal administrative activities, to documents that detail the function of the United Way of Metropolitan Chicago as a financial assistance institution. Following the creation of the United Way of Metropolitan Chicago in 1977, the reliance upon committees as an integral function to the business model continued to increase. Through the observation of the materials within this subseries, it is evident that more attention was paid to the distribution of funding to the various agencies supported by the United Way of Metropolitan Chicago, and as a result, funded agency files are spread throughout these committee and subcommittee materials. Original order was maintained in order to preserve the context for these agency files, and the way in which the committees and subcommittees utilized the documents.

**Box**

Committees and Subcommittees 1971-1985

923-1353

**Subseries III. Operational and Staff, 1970-1985****Scope and Contents note**

“Operational and Staff Files” includes materials directly related to the institutional function of the United Way of Metropolitan Chicago. Records include correspondence, office memorandums and office notes, and other materials related to the operation and functioning of the United Way of Metropolitan Chicago. This subseries provides a glance into the “every day” operations of the United Way of Metropolitan Chicago. It is also key to point out that boxes 1354-1475 contain items of a biographical nature. These are materials that are mostly photographic in nature. Focused upon staff members of the United Way of Metropolitan Chicago, these photographs provide a glance upon the individuals behind the operation of this institution.

**Box**

Operational and Staff, 1970-1985

1354-1406

**Subseries IV. Administrative,****Subseries IV. Administrative, 1960-1998****Scope and Contents note**

This subseries contains materials from various administrative facets of the United Way of Metropolitan Chicago. This includes reports of the activities of the institution, historical records, meeting minutes, and materials from other United Way branches at a national and regional level. Of particular interest within this subseries are the "Campaign Files" which detail the fundraising campaign efforts of the United Way of Metropolitan Chicago, most specifically the "Crusade of Mercy" campaign, the United Way of Metropolitan Chicago and Mid-America Chapter of the Red Cross's collaborative fundraising campaign.

**Box**

Executive Director, 1980-1986

1407-1409

Historical Data, 1969-1990

1410

Annual Meetings and Reports, 1985-1995

1411

Studies/Reports and Directors, 1977-1998

1412-1413

Regional/National Community Chest Files, 1967-1982

1414-1415

Public Relations, 1979-1985

1416

Campaign Files, 1960-1985

1417-1421

Title XX, 1975-1985

1422-1464



**Subseries V. Comprehensive Community Services, Incorporated,**

1465-1473

Photographs &amp; Events, 1980-1997

**Subseries V. Comprehensive Community Services, Incorporated, 1976-1982****Scope and Contents note**

This subseries contains the files relating to Comprehensive Community Services, Incorporated. While the exact connection between the United Way of Metropolitan Chicago and Comprehensive Community Services, Incorporated is not clear based on the documents reviewed within the collection, it is obvious that there was an alliance between these two institutions. The majority of the material documents the funding provided by the Comprehensive Community Services, Incorporated to various funded agencies. It bares a resemblance to the type of records documented in the Funded Agency subseries of both Super Series I and Super Series II, though it is evident that these are records originate from the Comprehensive Community Services, Incorporated operation.

**Box**

1474-1512

Comprehensive Community Services, Incorporated, 1976-1982

**Series II. Agency Files, 1972-1989****Scope and Contents note**

“Agency Files” holds the materials relating to the many agencies that were financially supported, or sought financial support, from the United Way of Metropolitan Chicago. The series has three subseries: “Funded Agency Files,” “Applications for Participation,” and “General Agency Files.”

**Subseries I. Funded Agency Files, 1972-1986****Scope and Contents note**

**Subseries II. Applications for Participation,**

This subseries comprises the bulk of this Super Series, and consists of all of the materials that were held by the United Way of Metropolitan Chicago in their action of providing financial support to various agencies in the Chicago area. Often budgetary in nature, this material served as references for the United Way of Metropolitan Chicago as they allocated their funding to these institutions. These materials are often subdivided by purpose as they pertain to the process of analyzing agencies for funding allocation by the United Way of Metropolitan Chicago. However, they remain organized by agency and year in nearly all cases. Some Funded Agency materials from Super Series II can also be found in the “Committees and Subcommittees” subseries in Series I. These are not duplicated Funded Agency materials, but are directly related to the operations of the committees and subcommittees within which these materials are found. The purpose for leaving these Funded Agency files within the “Committees and Subcommittees” subseries was to maintain context, as these materials seemed to be reference files to specific committees within the United Way of Metropolitan Chicago whose responsibilities were tied to the allocation of funds to agencies.

**Box**

Funded Agency Files 1972-1986

1513-1712

**Subseries II. Applications for Participation, 1977-1984****Scope and Contents note**

This subseries contains documents regarding agencies that applied for support from the United Way of Metropolitan Chicago. In most cases, these files represent agencies that did not receive the requested funding. Often, applications for agencies that were accepted by the United Way of Metropolitan Chicago can be found within the “Funded Agency Files” subseries.

**Box**

Applications for Participation, 1977-1984

1713-1717

**Subseries III. General Agency Files, 1981-1982**

**Series III. Publications,****Scope and Contents note**

The materials of this subseries appear to be of an informational nature to the United Way of Metropolitan Chicago. In some cases, these materials represent agencies that were funded by the United Way of Metropolitan Chicago. However, this is not always the case. Some of the represented agencies or institutions found in these materials do not appear to have received funding from the United Way of Metropolitan Chicago, but were similar in function to funded agencies. For this reason, these materials seem to exist for the sake of research within the institution.

**Box**

General Agency Files 1981-1982

1718-1720

**Series III. Publications, 1978-1989****Scope and Contents note**

“Publications” includes publications produced by the United Way of Metropolitan Chicago. This subseries ranges from reports to the activities of the United Way of Metropolitan Chicago, to informational manuals or other printed informational pieces printed by the United Way of Metropolitan Chicago or affiliated institutions. These materials document the type of the outreach work performed by the United Way of Metropolitan Chicago and its connection with the community.

**Box**

Publications, 1978-1989

1721-1740