



MCDONOGH SCHOOL

Archives & Special Collections

Guide to the McDonogh School Patrons Club Papers



**Processed by Joe Radek, '20
August 2020**



MCDONOGH SCHOOL

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MS-04: McDonogh School Patrons Club

(20 Boxes, 9.45 cubic feet)

Inclusive Dates: 1936-2015
Bulk Dates: 1950-1990; 2000-2003
Processed by: Joe Radek '20, July 2020
Archivist: Christine Ameduri

Agency Sketch

The McDonogh School Patrons Club was an organization of McDonogh's parents and friends that aimed to promote the interests of McDonogh School primarily through fundraising and input on School policy. The Patrons Club was a reorganization of the former Mothers' Club which ran from 1923-1931; the name was changed at the same time the Club's first male president, Claude Diffenderfer, was elected. (The Patrons Club was renamed the McDonogh Parents' Association in 2006, and is still current.)

Broken into an Executive Board and general membership, the Executive Board held the power to make financial decisions and was privy to the School's important (and often private) decisions, while the general membership held less authority but still promoted the interests of the school. The Club's largest fundraising effort was the annual holiday bazaar. The first bazaar was held in 1930 as a fundraiser for a McDonogh student who had been hospitalized. Eventually, the event became the Club's largest fundraiser, which also included an annual fall fashion show as a preview for the bazaar, from 1971-1980. Additionally, the organization also raised money through flower sales, gift wrap sales, and an annual tennis outing, among others activities. The group also received financial contributions from their membership dues.

The Patrons Club Executive Board also held considerable influence with the school's headmaster and Board of Trustees, providing valuable input on important decisions that would shape the School's policy on co-education, racial integration, dress code, college counseling, underage alcohol and drug use, the value of athletics, and others. Additionally, it made routine financial contributions to the School by funding scholarships, faculty fellowships, various maintenance and construction projects, and vital classroom equipment that was not covered by the School's budget.

Scope and Content Notes

This collection consists of 12 boxes of official records and miscellaneous materials and ephemera related to the Club and its activities, and provides a comprehensive glimpse into the financial contributions the Club made to the School, as well as the policy issues the Club impacted.

Series Description

This collection has been arranged into nine series, with five subseries. **Series 1:** Minutes; **Series 2:** Correspondence; **Series 3:** Finances: **Sub-Series A:** Isaac Lycett's Ledger Book, 1936-1951; **Sub-Series B:**

12/8/2025

Financial Correspondence; **Sub-Series C:** Tax Information; **Series 4:** Calendars, Leadership, and Constitutions; **Series 5:** Publications; **Series 6:** Membership; **Series 7:** Committees; **Series 8:** Bazaar Committee; **Sub-Series A:** Minutes; **Sub-Series B:** Correspondence; **Sub-Series C:** Finances; **Sub-Series D:** Administration; **Sub-Series E:** Publications; **Sub-Series F:** Theatrical Performances and Materials; **Sub-Series G:** Photographs; **Sub-Series H:** Candy Booth; **Sub-Series I:** Miscellaneous; **Series 9:** Event Planning; **Series 10:** Auction; **Series 11:** Miscellaneous

Series 1: Minutes consists of minutes reports from meetings of the McDonogh Patrons' Club. **Sub-Series A:** contains minutes from Executive Board Meetings, while **Sub-Series B:** consists of minutes from general patrons' meetings. There are infrequent instances wherein treasurer's reports, correspondence, and other information is housed with Club minutes because they are specifically referenced in the minute reports.

Series 2: Correspondence contains letters and other communications from the Executive Board to the Club's general membership, private and internal correspondence between Club leadership and the school's leadership (headmaster, Board of Trustee members), and memos between the Executive Board.

Series 3: Finances provides exhaustive records of the Club's financial status over the course of its existence. It includes treasurer's reports, bank statements, deposit slips, checkbooks and balance books. **Sub Sub-Series A:** Tax Information. **Series B:** Financial Correspondence; **Sub-Series C:** Isaac Lycett's (club treasurer) Ledger Book, 1936-1951.

Series 4: Calendars, Leadership, Constitutions includes Club and events calendars, Club leadership and committee delegations, and Club constitutions. Events calendars contains both events and meetings for the Patrons Club, as well as general calendars for the School. Club constitutions also includes memos and correspondences strictly regarding amendments and other decisions relating to Club constitutions. Some Constitutions were undated, but ordered by presumed date.

Series 5: Publications includes cookbooks published by the Club, official publications from the School (for example, *Parent Notes*), and advertisements for events hosted by the Club.

Series 6: Membership contains lists of members, dues sheets, and attendance sheets from meetings hosted by the Club. Additionally, this series includes information on the Club's first annual meeting, welcoming Patrons to the new school year.

Series 7: Committees includes committee delegations and information from various committees about their plans and roles within the larger Club.

Series 8: Bazaar Committee contains Committee business records and other related materials and is the largest and most active committee with an abundance of material. **Sub-Series A:** Minutes; **Sub-Series B:** Correspondence; **Sub-Series C:** Finances; **Sub-Series D:** Administration; **Sub-Series E:** Publications; **Sub-Series F:** Theatrical Performances and Materials; **Sub-Series G:** Photographs, and **Sub-Series H:** Candy Booth, and **Sub-Series I:** Miscellaneous.

Series 9: Event Planning includes notes and planning information from various events such as After Prom and Teacher Appreciation Breakfasts, among other. Dates are primarily from 2000-2003.

Series 10: Auction details planning information, correspondences, and records for the Patrons Club's annual auction, with most of the records originating in the 1980s.

Series 11: Miscellaneous is information for the Board, pageants and speeches performed for the Club, and other miscellaneous.

Box 1 of 20

Series 1: Minutes Reports

Subseries A: Executive Board Minutes

- 1-1** Executive Board Minutes - Including discussions on McDonogh's role in helping boys fighting in WWII, 1943-1949.
- 1-2** Executive Board Minutes, 1949-1957
- 1-3** Executive Board Minutes-Including the decision to integrate (see February 11, 1959), 1957-1960.
- 1-4** Executive Board Minutes, 1961-1966
- 1-5** Executive Board Minutes - Including the decision to phase out the military program, 1966-1972

Box 2 of 20

- 2-1** Executive Board Minutes - Including McDonogh's decision to go co-ed (see January 27, 1975), its opposition to the Northwest Expressway (I-795), and the increasing presence of alcohol and drug use by students, 1972-1977.
- 2-2** Executive Board Minutes - Including opposition to the Northwest Expressway (I-795), 1977-1981.
- 2-3** Executive Board Minutes - Including discussion on the role of female students, McDonogh's commitment to an education inclusive of all faiths, and the continued problem of alcohol and drug use among students, 1981-1985.
- 2-4** Executive Board Minutes - Including notes on the School's policy towards AIDS, 1985-1987.
- 2-5** Executive Board Minutes, 2000-2003
 - *Note: Some minutes reports include treasurer's reports and correspondences that are referenced in the minutes.

Subseries B: General Patrons' Meeting Minutes

- 2-6** General Patrons Meeting Minutes-Including information on the School's efforts to help McDonogh boys at war, 1943-1950.
- 2-7** General Patrons Meeting Minutes, 1950-1957
- 2-8** General Patrons Meeting Minutes, 1957-1971
- 2-9** General Patrons Meeting Minutes, 1971-1987
- 2-10** General Patrons Meeting Minutes-Includes an address from headmaster Bo Dixon delivered to patrons (see April 1, 2003) about substance usage among students.

Box 3 of 20**Series 2: Correspondence**

- 3-1** Memos and Executive Board Correspondence - Includes notes, memos, and publications to the Club's Executive Board, committee and sub-committee chairmen, 1957-1986, 2000-2002.
- 3-2** Correspondence to Patrons - Including letters sent to parents detailing activities at the School, 1954-1986.
- 3-3** Correspondence to Patrons, 1967-1979
- 3-4** Correspondence to Patrons, 1980-1986
- 3-5** Correspondence to Patrons, 2000-2003
- 3-6** External and Private Correspondence - Letters and mailings sent to individuals not affiliated with the school or the Club, as well as private letters exchanged between the headmaster and Club president, Club members, and the Club and McDonogh employees, 1950-2003.
- 3-7** External and Private Correspondence, 1972-2003
- 3-8** Correspondence regarding dissolving McDonogh's Military Program, 1969-1971
- 3-9** Suggestions sent to Patrons' Club for future meetings, 1949

Sub-Series A: Surveys and Questionnaires

- 3-10** College Counseling Survey, 1983
- 3-11** Female Student Questionnaire, 1984
- 3-12** Patrons Club General Questionnaire, 1981

Box 4 of 20**Series 3: Finances**

- 4-1** Balance Book, 1946-1951
- 4-2** Checkbook, 1950-511
- 4-3** Checkbook, 1951-1954
- 4-4** Checkbook, 1959-1962
- 4-5** Balance Sheets, 2000-2003
- 4-6** External Order Forms, 1950-1951
- 4-7** Transaction Reports, 1960-1964
- 4-8** Transaction Reports, 1964-1967
- 4-9** Treasurer's Reports, 1955-1962
- 4-10** Treasurer's Reports, 1962-1971
- 4-11** Treasurer's Reports, 1971-1987
- 4-12** Treasurer's Reports, 2000-2003
- 4-13** Nearly New Sale Reports, 1982-1983
- 4-14** Expense Reimbursement Forms, n.d. (circa 2000)
- 4-15** Year End Reports and Operating Budgets, 1957-1986

Box 5 of 20

- 5-1** Bank Statements, 1960-1965
- 5-2** Bank Statements, 1965-1968

Sub-Series A: Tax Information

- 5-3** Tax Returns, 1947-1966
- 5-4** Sales Tax Returns, 1961-1964
- 5-5** Quarterly Tax Returns, 1963, 1965-1968

- 5-6** Accountant's Reports - Reports of Examination on the Club's finances, prepared by Charles Moran, C.P.A., 1962-1964.

- 5-7** Accountant's Reports - Reports of Examination on the Club's finances; the early dates (1964-1965) were prepared by Charles Moran, C.P.A., while the later dates (1979-1980, 1982) were done by Coopers and Lybrand, C.P.A., 1964-1965, 1979-1980, 1982.
- 5-8** Financial Review - The Club used Clifton Gunderson LLC to provide an exhaustive review of the Club's finances for the State of Maryland, and includes information pertaining to that event: correspondence, contracts, and the final statement produced by the firm, 2000

Subseries B: Financial Correspondence

- 5-9** Financial Correspondence - Includes correspondence between Club members, third party services (dance instructor, for example), the Club and its local bank and accountants, and the State of Maryland and the U.S. Department of the Treasury regarding taxation, 1947-1960.

- 5-10** Financial Correspondence - Includes correspondence between Club members and the headmaster regarding Club expenses, the Club and its local bank and accountants, and the State of Maryland and the U.S. Department of the Treasury regarding taxation, 1960-1968, 1999-2001

Box 6 of 20

Subseries C: Isaac Lycett's (Treasurer) Ledger Book, 1936-1951

- 6-1** Entries from A-D
- 6-2** Entries from E-J
- 6-3** Entries from K-Mc
- 6-4** Entries from N-S
- 6-5** Entries from T-Z

Box 7 of 20

Series 4: Calendars, Leadership, Constitutions

- 7-1** Patrons Meeting Calendar - List of meetings and dates for a specific Club year, 1954-2003
- 7-2** Annual Events Calendar - Primarily a calendar of events for the school as a whole, there are extraneous examples that are either focused on one day or the schedule of other organizations, 1960-2003.
- 7-3** Club Officers and Committee Delegations-Records of the Club's leadership slate for each year, as well as committee delegations and roles among the Executive Board, 1931-1964.
- 7-4** Club Officers and Committee Delegations, 1964-2004
- 7-5** Leadership Duties – Describes roles and responsibilities of leadership positions within the Club, 1961-1980's.

- 7-6** Club Constitutions and By-Laws-Includes amendments and updates to the constitutions, as well as correspondence relating to those amendments (specifically from an external law firm responsible for drafting the amended constitutions), 1951-1956.
- 7-7** Club Constitutions and By-Laws-Includes amendments and updates to the constitutions, as well as a few memos regarding the constitutions, 1957-1967.
- 7-8** Club Constitutions and By-Laws, 1967-1984
- 7-9** Club Constitutions and By-Laws-Includes amendments and updates to the constitutions as well as memos and correspondence relating to changes in the constitution and by-laws, 1986-2000.
- 7-10** Folder #1 from binder of Fred E. Stuart and John D. Hampshire (club officers), 1963 – 1964
- 7-11** Folder #2 from binder of Fred E. Stuart and John D. Hampshire (club officers), 1963 – 1964

Box 8 of 20

- 8-1** Folder #3 from binder of Fred E. Stuart and John D. Hampshire (club officers), 1963 – 1964

Series 5: Publications

- 8-2** McDonogh Cooks - Club fundraiser featuring recipes from the McDonogh community, 1993 (x 2)
- 8-3** McDonogh Cooks! - Club fundraiser featuring recipes from the McDonogh community, 2001
- 8-4** Cookbook from Teacher Appreciation Luncheon, 1996
- 8-5** Upper School Updates - Including an update from the Upper School Patrons, 2000
- 8-6** Parent Notes - Correspondences from Club president and McDonogh Communications Department, as well as copies of the Parent Notes featuring 'The President's Corner', in which the Patrons' Club president would describe the activities of the Club
- 8-7** Publications - Includes handouts and flyers advertising Club events and other promotional material, n.d-2001
- 8-8** Publications - Flyers and promotional mailings advertising Club events, as well as articles published in the McDonogh Magazine about the Club (including the Club's history, see 2006), 2002-2015
- 8-9** Newspaper Clippings, 1955
- 8-10** Report – "The McDonogh Film," 1959
- 8-11** Patron's Club Handbook Draft, 1987

Box 9 of 20

Centennial Cookbook - The Club produced a recipe book to celebrate the schools 100th anniversary, 1973.

Box 10 of 20

Series 6: Membership

- 10-1** Membership - List of the Club's members as well as dues received, 1955-1957
- 10-2** Lists of Life Members - Updates on the Club's life members, 1952-1964.
- 10-3** Dues Sheets - Lists with membership information and dues receipts, 1954-57.

- 10-4** Membership Correspondence - Prospective members requesting a lifetime membership as well as internal correspondence about the lifetime membership certificate, 1948-1961.
- 10-5** Reports for the Membership Committee-Information on how many members of each type the Club has, as well as some correspondence and deposit slips regarding membership, 1955-1965.
- 10-6** Volunteer Sign-Up - Lists of who signed up for various Patrons' events, 2000-2003.
- 10-7** Attendance Sheets - Lists of who was present at Executive Board Meetings, 1977-1983
- .
- 10-8** New Patrons Dinner #1 - Correspondence, invitations, planning notes, and other miscellanea for the annual first Patrons' Dinner of the year, 1967-1973.
- 10-9** New Patrons' Dinner #2 - Correspondence, invitations, planning notes, and other miscellanea for the annual first Patrons' Dinner of the year, 1975-1983.
 *Note: Other correspondences may be attached because they were sent with the dinner invitations.
- 10-10** Information for First Patrons' Annual Meeting - Details the schedule for the day and the roles each member of the community would serve to facilitate the annual dinner and first meeting for the Patrons, 1977-1985.
- 10-11** New Patrons Dinner Photos-Photos of faculty and new patrons, 1995-1997.

Box 11 of 20

Series 7: Committees

- 11-1** Lower School Patrons -Includes meeting agendas, leadership roles, memos, and more solely regarding the Lower School Patrons, 2000-2003.
- 11-2** Middle School Patrons - Includes correspondence, handbooks for the Middle School Patrons, leadership and committee delegations, and other papers solely regarding the Middle School Patrons, 1999-2003.
- 11-3** Upper School Patrons - Includes meeting agendas, roles and duties of class parents, correspondence, planning notes, information for Patrons' Appreciation Lunches, and more solely regarding the Upper School Patrons, 2000-2003.
- 11-4** AIDS Policy - Includes a brief memo from Headmaster Bill Mules to the Patrons' Club Executive Board, and a packet describing the AIDS virus, 1986.
- 11-5** Alcohol Committee - Correspondences to patrons, internal correspondences and leadership delegation among committee members, 1984-2000.
- 11-6** Athletic Committee - Information on equipment, transportation fees, amount of male/female students at McDonogh and local private schools, correspondence about a report, and the report itself (the role of athletics in secondary education), 1977.
- 11-7** Archives Committee-Letter, 1960-1962
- 11-8** Dancing Class and Dances-Correspondence between an external teacher and the Club, attendance rosters for those in the class, planning information for dances hosted by the Club, 1949-1955

- 11-9** Dress Code Committee - Correspondence and notes, 1985-2000
- 11-10** Father and Son Committee-Details trips and excursions planned and chaperoned by the Patrons' Club, 1951-1953
- 11-11** Hospitality Committee - Includes leadership delegation amongst committee members, memos and correspondences relating the committee, and other miscellanea, 1960-1986.
- 11-12** Nominating Committee – Correspondence, annual reports, notes and announcements of the Club slate for the following Club year, 1954-1985.
- 11-13** Project Planning Committee - Primarily reports on proposed or approved projects for the next Club year (and the amount of funds needed to be allocated for them) as well as a few correspondences and miscellanea from the Project Planning Committee, 1957-2003.
- 11-14** Project/Nominating Committees – Correspondence and publications, 1963-1983.
- 11-15** T.N.T. Committee (Time N' Talent)-Planning for the creation of the committee, 1953-1954
- 11-16** Tuition Raffle-Correspondence regarding the Club's ability to host a raffle under the tax code, announcements for the raffle, tickets, etc., 1983.
- 11-17** Ways and Means Committee - Correspondences and leadership delegation amongst committee members, 2000-2001.

Box 12 of 20

Series 8: Bazaar Committee

Subseries A: Minutes

- 12-1** Committee Minutes Reports, 1961-1971
- 12-2** Committee Minutes Reports, 1972-1986

Subseries B: Correspondence

- 12-3** General Correspondence to patrons, alumni, and friends of the school, 1950-1972
- 12-4** General Correspondence to patrons, alumni, and friends of the school, 1972-1992
- 12-5** Personal and Private Correspondence, 1961-2007

Subseries C: Finances

- 12-6** Auction - Notes sent to patrons advertising auction, price listings and organizational information, 1979-1983
- 12-7** Financial Correspondence, 1950-1983
- 12-8** Order Book Finances-Notes and financial information, 1966-1978
- 12-9** Order Forms - Purchase records from outside vendors, 1950-1999
- 12-10** Properties - Information regarding physical property (tables, chairs), needed for bazaar, 1983-1991

12-11 Transactions Records, 1961-1965

Box 13 of 20

13-1 Treasurer's Instructions to Booth Chairpersons, 1966-1986

13-2 Treasurer's Reports, 1959-1972

13-3 Treasurer's Reports, 1972-1999

13-4 Worksheets-Financial scratch work and balance sheets, 1960-1964

Subseries D: Administrative

13-5 Meeting and Workshop Calendars, 1969-1970

13-6 Leadership and Committee Roles, 1961-2001

13-7 Miscellaneous planning notes from Committee President, circa late 1960s'-2000

13-8 Duty Assignments and Planning Notes-Jobs assigned to students and miscellaneous notes from club leadership, 1961-2002

13-9 Papers of Ida Monk (1961 Bazaar Chairwoman), 1961

13-10 Papers of Sue Alperstein (1980 Bazaar Chairwoman), 1980

Box 14 of 20

14-1 General and Booth Reports - Write-ups on the successes and failures of each booth and the bazaar as a whole, 1968-1973

14-2 General and Booth Reports - Write-ups on the successes and failures of each booth and the bazaar as a whole, 1973-1983

Subseries E: Publications

14-3 Newspaper Clippings and articles sent to the paper to be published, 1931-1981

14-4 Newspaper Clippings, 1946-1948

14-5 Christmas/Holiday Bazaar Programs, 1940-2004

14-6 Order Forms, 1968-1980

14-7 Fashion Show Tickets and Programs, 1971-1980

Box 15 of 20

Subseries F: Theatrical Performances and Materials

15-1 Scripts and notes from, *How's Elmer Doing?*, 1934

15-2 Script from "The Key Man", 1955

15-3 Sheet Music from "TV or Not TV", 1956

15-4 Sheet Music from "TV or Not TV", 1956

15-5 Scripts from show, 1959

15-6 Miscellaneous notes from "Watzit", n.d.

15-7 Sheet music from "Watzit", n.d.

15-8 Sheet music from "Watzit", n.d.

15-9 Programs and Tickets, 1934-1964

Box 16 of 20

Subseries G: Photos

- 16-1** Photos, 1934
- 16-2** Photos, circa 1940s
- 16-3** Negatives, 1949-1968
- 16-4** Photos, 1960
- 16-5** Photos - Taken by photographer J.H. Auden (decorations from bazaar and photographic style closely resembles those from the Elderkin collection), circa 1964

- 16-6** Photos-From the files of Clarence Elderkin, circa 1964
- 16-7** Photos, 1974
- 16-8** Photos, 1978-1979
- 16-9** Photos, 1980
- 16-10** Photos, 1982
- 16-11** Photos, 1983
- 16-12** Photos, 1984
- 16-13** Photos, 1984
- 16-14** Photos, circa 1986
- 16-15** Photos, 1986
- 16-16** Photos, 1987
- 16-17** Photos, 1989
- 16-18** Photos, 1990
- 16-19** Photos, 1991
- 16-20** Photos, 1992
- 16-21** Photos, 1993
- 16-22** Photos, 1994
- 16-23** Photos, 1995
- 16-24** Photos, 1996
- 16-25** Photos, 1997
- 16-26** Photos, 1998
- 16-27** Photos, 1999

Box 17 of 20

- 17-1** Photos, 2001
- 17-2** Photos, 2002
- 17-3** Photos, n.d.

Subseries H: Candy Booth

- 17-4** Organizational Notes-Planning notes from the Candy Booth chairwoman, instructions for Candy Booth workers, 1973.
- 17-5** Organizational Notes-Planning notes, recipes, and instructions for Candy Booth workers, 1974-1975
- 17-6** Planning Notes, 1976

12/8/2025

- 17-7** Ledger Books, 1976 and 1978
- 17-8** Organizational Notes-Planning notes, cash receipts, order forms, financial data, and other Miscellaneous, 1979
- 17-9** Organizational Notes-Financial data, flyers, booth worker instructions, 1980
- 17-10** Organizational Notes-Flyers, order forms, correspondence, financial data, 1981
- 17-11** Organizational Notes-Financial data, order forms, balance sheets, 1982
- 17-12** Organizational Notes-General information, planning notes, order forms, 1983
- 17-13** Organizational Notes-Order forms and financial reports, 1984

Subseries I: Miscellaneous

- 17-14** Miscellaneous - Bingo boards, undated recipes, book on making candy, faculty and staff rosters, n.d.

Box 18 of 20

Series 9: Events Planning

- 18-1** After Prom - Includes meeting agendas, correspondence, publications, and planning notes regarding McDonogh's After Prom, which the Club was responsible for hosting, 2000-2003.
- 18-2** Alumni Association - Includes an invitation to an Alumni Association meeting and information for the Alumni Golf Classic, 2000.
- 18-3** Back to School Night - Includes memos, planning notes, signup sheets, etc., 2000.
- 18-4** Catering Guide for SAGE Dining Services – Menu options and pricing, 2002
- 18-5** Freshman Parent Activities - Correspondence and planning notes about the Freshman-Parent get-together, but also a report detailing the activities of the freshmen patrons to build community among parents, 2000.
- 18-6** Hosting Information for Arts Events - Includes annual arts schedules and planning notes for concerts and arts events, 2000-2001
- 18-7** Junior Pin Ceremony - Includes photos from the event, correspondence, and planning notes, 1998 & 2000.
- 18-8** Phone Tree - Includes notes and lists of new students for the designated year (patrons would call new families to introduce them to the Club), 2000.
- 18-9** Picture Day-Correspondence and order forms, 1974
- 18-10** Teacher Appreciation Breakfast – Planning Notes, 1998-2000

Box 19 of 20

Series 10: Auctions

- 19-1** Auction Contracts with correspondence, February 21, 1986
- 19-2** Auction Contracts without correspondence, November 1985 – March 1986 (some undated)

- 19-3** Dutch Items List, 1979
- 19-4** External Correspondence and Templates (undated), 1985 – 1986
- 19-5** Auction Items, 1986
- 19-6** Invitations and Mailers, 1984, 1986, 1998
- 19-7** Memos, 1979, 1985 – 1986
- 19-8** Miscellaneous, 1986 (some undated)
- 19-9** Newspaper Clippings, 1985 – 1986
- 19-10** Notebook, undated and unnamed
- 19-11** Photos, 1985, 1989, (undated)
- 19-12** Photos, 1995

Box 20 of 20

- 20-1** Auction Programs, 1984 – 1986
- 20-2** Auction Programs, 1995 – 1997
- 20-3** Silent Auctions Bid Sheets, 1986 (#1-149)
- 20-4** Silent Auction Bid Sheets, 1986 (#150-273)
- 20-5** Auction Item Templates, undated

Series 11: Miscellaneous

- 20-6** Information for the Board of Trustees – Reports, correspondence, notes, agendas, invitations, etc., 1985-2003.
- 20-7** Pageant and Presentation Programs, 1944-1956
- 20-8** Speech Given to the Club - (no author), March 10, 1941
- 20-9** Miscellaneous - Includes guidelines and duties for the offices of Treasurer, Secretary, and Club president; guidelines for bookkeeping, and lists of executive members and their service time, etc., 1959-1981.