



**Special Collections and University Archives**

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**Manuscript Group 90  
Big Brothers and Big Sisters of Indiana County**

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Last Modified November 5, 2014**

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**Indiana University of Pennsylvania  
302 Stapleton Library  
Indiana, PA 15705-1096  
Voice: (724) 357-3039  
Fax: (724) 357-4891**

**Big Brothers and Big Sisters of Indiana County; Manuscript Group 90**  
**Indiana University of Pennsylvania, Special Collections and University Archives**  
**9 boxes, 9 linear feet**

**Historical Note**

The Big Brothers and Big Sisters of Indiana County, functions as a Community Action Program (CAP) to provide assistance for urban and rural communities to fight poverty in Indiana County, Pennsylvania. The headquarters is housed in the [YMCA](#) located at 60 N. Ben Franklin Parkway in Indiana, Pennsylvania. Problems of poverty as illiteracy, unemployment, poor housing affect many people in the region of Western Pennsylvania.

Community Action Programs with the help of local, state, federal programs concentrate a need to start a program. The program initiated was to provide for disadvantage children who participate in the program and opportunity for cultural and social growth; motivation toward educational achievement; encouragement and stimulus toward greater personal integrity and social responsibility. A community action program was developed known as Big Brother Big Sister for the immediate area. Students from Indiana University of Pennsylvania volunteered many hours to work with the disadvantage child who became known as Little Brothers and Little Sisters. Big Brothers and Big Sisters provided the guidance, support of a friend and confidante to the Little Brother and Little Sisters. The program, which was initiated in 1966, remains part of the university community.

**Scope and Content**

The Big Brothers and Big Sisters papers are housed in seven archival boxes. The majority of papers included in this collection are applications of various agencies for funding, local travel expense statements of the Big Brothers and Sisters of Indiana County, as well as receipts of taxicab fares and car rental fees. Time and activity sheets of students from IUP and other volunteers in the area are found throughout the collection, as well as employee time and attendance sheets. Financial statements, such as payroll vouchers, purchase requisitions and orders forms also appear quite frequently. A copy of *Community Action Program Guide, Instructions for Applicants*, which probably was a standard textbook for the Big Brothers and Sisters of Indiana County, Pennsylvania, is also included in this collection.

**Provenance**

The Big Brother and Big Sister Collection of Indiana County was created when William Lafranchi, Director of Libraries and Media Services at IUP, who arranged to initially donate the organization's papers to the IUP Special Collections and University Archives. Lafranchi became advisor to the Big Brother and Big Sister Program and worked with many organizations, students and community leaders to stress the important of college students helping young disadvantage students to motivate the young to a better environment of the future.

[Manuscript Group 122 William Lafranchi Collection](#) also contains information of the Big Brothers and Big Sisters Program when Lafranchi was the Advisor. Collection materials continue to be donated by the Big Brother and Big Sister Program of Indiana County at the YMCA.

**Restrictions**

None, this collection is open to the public. All financial records have been retained by the Big Brothers and Big Sisters of Indiana County.

**Processor**

The collection was reorganized by Lynn Rice in 2011 and the finding aid was updated by Harrison Wick in 2014.

**Box 1 Applications and Proposals of various Agencies for Funding (19 folders)**

1. Community Action Program Guide, 1965
  - a. application for Funding from Community Action Program
  - b. organization and Administration Structure for Big Brothers and Big Sisters Report of unexpended Federal Funds
2. By-Laws of Big Brothers and Big Sisters Program, 1966
3. Big Brothers and Big Sisters Meeting, 1966
  - a. Correspondence, Guidelines and other Government pamphlets Five Head Start Projects for County
4. Application for Community Action Program, 1967
  - a. Application letters pertaining to application
  - b. Correspondence and documentation
5. Community Action Program Applying for a CAP Grant, 1968
6. Application for Community Action Program, 1968
  - a. Application letters pertaining to application
  - b. Correspondence and documentation
7. Proposal for funding Big Bother and Big Sister Programs, 1968
8. Proposal for funding Big Bother and Big Sister Programs, 1969-1970
9. Application to Juvenile Justice and Delinquency, 1975
  - a. Prevention Task Force
10. Vista Proposal, 1978
11. Child Welfare Plan, 1978
  - a. Pennsylvania Bulletin, December 31, 1977
  - b. Pennsylvania Bulletin, September 8, 1979
12. Agreement with Child and Youth Social Services Indiana, County, 1980
13. Action Application and Correspondence, 1980
14. Student Participants A-N, 1966
15. Student Participants O-Z, 1966
16. Student Participants A-C, 1967
17. Student Participants D-K, 1967
18. Student Participants L-R, 1967
19. Student Participants S-Z, 1967

**Box 2 Time and Attendance Reports (23 folders)**

1. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 1-50, 1966

2. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 51-100, 1967
3. Time and Attendance Report: Local Travel and General Monthly Expense Voucher, volumes 101-150, 1967
4. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 150-200, 1967
5. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 201-250, 1967
6. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 280-318, 1967-1968
7. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 330-352, 1968
8. Receipt Book, 1966
9. Emma Me Nutt Notebook General Account, 1966
10. ICCAP In Kind Service vouchers, 1966-1968
11. Bank Statement and Balance Sheet, 1970-1971
12. Bank Statement and Balance Sheet, 1971-1972
13. Bank Statement and Balance Sheet, 1972-1973
14. Bank Statement and Balance Sheet, 1973-1974
15. Bank Statement and Balance Sheet, 1974-1975
16. Bank Statement and Balance Sheet, 1975-1976
17. Bank Statement and Balance Sheet, 1977-1978
18. Petty Cash Ledger, 1974-1975
19. Invoices fir Big Brothers and Big Sisters Program, Payable to Student Cooperative Association (Co-op), 1978-1979
20. Check Stubs, 1976-1980
21. Big Brothers and Big Sisters Insurance Policy Personal, 1969-1975
22. Insurance, 1977-1978
23. Big Brothers Big Sisters Insurance Policy-Vam, 1976-1979

**Box 3 Financial Receipts of ICCAP (13 folders)**

1. Receipt Book, 1966
2. Brochures and Pamphlets for Planning Trips, 1966-1969.
3. Big Brothers and Big Sisters Program Advisors, 1969
4. Miscellaneous Notes, Correspondence, 1965-1980
5. Trip to Washington, DC, 1967
  - a. Letters and Memos
  - b. Travel guide
6. Students Employed by ICCAP, 1970-1971
7. Student co-op Miscellaneous Documentation of Big Brothers and Big Sisters Program, 1977-1978
8. Big Brothers and Big Sisters Letter from Manpower for Student Interns, 1979
9. Reports on Program Activities, Fall 1976
10. Program Activities, Fall 1977
11. Follow Throughout Program

- a. Neighborhood Identification Handbook
  - b. Follow Through Plan
  - c. Booklet, June 29 1977
  - d. Booklet, June 3 1980
12. Indiana County Big Brothers and Big Sisters Board Meeting Minutes By-Laws, 1970-1982
  13. Invitation to William Lafranchi from IUP President Pettit, 1993

**Box 4 Bowling for Kids Sake (21 folders)**

1. Donor Forms, 2003 (1 of 2)
2. Team Information, 2003
3. Donor Forms, 2003 (2 of 2)
4. Sponsor Forms, 2004 (1 of 2)
5. Sponsor Forms, 2004 (2 of 2)
6. Flyers and Advertising, 2004
7. Lane Assignments, 2004
8. List of Sponsors, 2004
9. Correspondence, 2004
10. Team Captain Packet, 2004
11. Training Manual and PowerPoint, 2004
12. Fundraising Bowling Pins, 2004
13. Donor Forms, 2005
14. Big Brothers and Big Sisters, Bowling For Kids, Lane Assignments, 2005
15. Donations, 2006
16. Training Materials, 2006
17. Flyers and Pamphlets, 2006
18. Correspondence, 2006
19. Sponsors, 2006
20. Lane Assignments, 2006
21. Donation Forms, 2006

**Box 5 Big Brothers and Big Sisters Meeting Minutes and Documents, 2000-2007 (15 folders)**

1. Board Meeting Minutes and Documents, 2000
2. Board Meeting Minutes and Documents, January 2001-November 2001
3. Board Meeting Minutes and Documents, 2002
4. Board Meeting Minutes and Documents, 2003
5. Board Meeting Minutes and Documents, 2004
6. Board Meeting Minutes and Documents, 2005
7. Board Meeting Minutes and Documents, 2006
8. Board Meeting Minutes and Documents, January 2007-June 2007
9. United Way Fundraising, 1991-1995
10. Big Brothers and Big Sisters, Job Descriptions
11. Big Brothers and Big Sisters, Missions, Goals and Policies
12. Big Brothers and Big Sisters and the United Way Agency Program, example application, 2009
13. Emma McNutt Notebook General Account, 1966
14. Big Brothers and Big Sisters Board of Directors Listing, 1969-1970

15. ICCAP in Kind Services Voucher, 1966-1968

**Box 6A Scrapbooks and Newspaper Articles (6 folders and 4 scrapbooks)**

1. Scrapbook of Newspaper Articles, 1997-1999
2. Scrapbook of Newspaper Articles, 1997-1999
3. Campus support scrapbook of Newspaper Articles, Halloween 1999
4. Campus Support Scrapbook of Newspaper Articles, 1999
5. Photographs, 1980s-1990s
6. Bound Scrapbooks
  - a. Scrapbook, 1992
  - b. Scrapbook, 1994
  - c. Scrapbook, 1998
  - d. Scrapbook, 2001
7. Miscellanies Newspaper Articles, Scrapbook pages, 1990s

**Box 6B Scrapbooks and Newspaper Articles**

- 1-5. Oversized folders of loose leaf scrapbook pages, no date

**Box 7 Governor's Justice System Commission Funding for Big Brothers and Big Sisters (10 folders)**

1. Governor's Justice System Commission Funding Meeting, 1975
2. Governor's Justice System Commission Funding Application, 1975
3. Governor's Justice System Commission Funding Information, 1975
  - a. Handling Funding
4. Communications with Governor's Justice System Commission, 1976
5. Progress report to Governor's Justice System Funding, 1976
6. Governor's Justice System Commission Funding Proposal Rough Draft, 1976
7. Governor's Justice System Commission Funding Proposals and Revision, 1976
8. Governor's Justice System Commission Funding Ledger, 1976
9. Governor's Justice System Commission Funding Invoices, 1976
10. Governor's Justice System Commission Clearfield County Partners, 1980
  - a. Model for 1980 Application and Forms

**Box 8 Big Brothers and Big Sisters Board Meeting Minutes (81 folders)**

1. Big Brothers and Big Sisters Committee Minutes, April 12, 1965
2. Board Meeting Minutes, March, 31, 1966
3. Board of Directors, 1967-1968
4. Board Meeting, May 8, 1967
5. Board of Directors, 1968-1969
6. Board Meeting Minutes, 1968
7. Board of Directors, 1969-1970
8. Board Meeting Minutes, 1969
9. Board of Directors, 1970
10. Board Meeting Minutes, 1970
11. Board of Directors, 1971-1972
12. Board Minute Minutes, 1971

13. Board of Directors, 1972-1973
14. Board Minute Minutes, 1972
15. Board of Directors, 1973-1974
16. Board Minute Minutes, 1973
17. Big Brothers and Big Sisters, Proposed Constitution, 1974
18. Board of Directors, 1974-1975
19. Board Meeting Minutes, 1974
20. Board Members, 1975
21. Board Meeting Minutes, 1975
22. Big Brothers and Big Sisters, Program Director job description, 1976
23. Board Meeting Minutes, 1976
24. Big Brothers and Big Sisters, Correspondence, 1976
25. Board of Directors, 1977-1978
26. Board Meeting Minutes, 1977
27. Big Brothers and Big Sisters, Correspondence, 1977
28. Big Brothers and Big Sisters, Handbook, 1977
29. Board Members, 1978-1979
30. Board Meeting Minutes, 1978
31. Board Meeting Minutes, 1979
32. Board Members, 1980
33. Board Meeting Meetings, 1980
34. Board Meeting Minutes, 1981
35. Board Meeting Minutes, 1982
36. Big Brothers and Big Sisters, Fund Raising Direction, 1982
37. Board Meeting Minutes, 1983
38. Board Meeting Minutes, 1984
39. Board Meeting Minutes, 1985
40. Board Meeting Minutes, 1986
41. Big Brothers and Big Sisters, Corporate Membership, 1986
42. Board Meeting Minutes, 1987
43. Board Meeting Minutes, 1988
44. Board Members List, 1989
45. Board Meeting Minutes, 1989
46. Board Member List, 1990
47. Board Meeting Minutes, 1990
48. Board Meeting Minutes, 1991
49. Board Meeting Minutes and Documents, 1991
50. Big Brothers and Big Sisters, Report and Recommendations, 1991
51. Board Meeting Minutes, 1992
52. Big Brothers and Big Sisters, Bylaws and Constitution, 1992
53. Big Brothers and Big Sisters, Standards and Procedures, 1992
54. Recruitment Policy, 1992
55. Board Meeting Minutes, 1993
56. Board Meeting Minutes, 1994
57. Big Brothers and Big Sisters, Financial Policy, 1994

58. Big Brothers and Big Sisters, Program Policies, 1994
59. Board Meeting Minutes, 1995
60. Big Brothers and Big Sisters, Strategic Plan, 1995-1999
61. Board Meeting Minutes and Documents, January-June 1996
62. Board Meeting Minutes and Documents, June-December 1996
63. Big Brothers and Big Sisters, Committee Assignments, 1996
64. Big Brothers and Big Sisters, Correspondence, Board Minutes, 1996
65. Big Brothers and Big Sisters, Fundraising, 1996
66. Board Member Meeting Attendance, 1996
67. Big Brothers and Big Sisters, Annual Report, 1996
68. Big Brothers and Big Sisters, Recruitment Policy, 1996
69. Big Brothers and Big Sisters, Duties and Responsibilities, 1996
70. Big Brothers and Big Sisters, Fundamental Guide, 1996 (1 of 2)
71. Big Brothers and Big Sisters, Fundamental Guide, 1996 (2 of 2)
72. Board Meeting Minutes and Documents, January-July 1997
73. Board Meeting Minutes and Documents, August-December 1997
74. Board Meeting Minutes, 1997
75. Board Meeting Minutes and Documents, January-June 1998
76. Board Meeting Minutes and Documents, July-December 1998
77. Big Brothers and Big Sisters, Committee Assignments, 1998
78. Big Brothers and Big Sisters, Money Reports, 1998-1999
79. Big Brothers and Big Sisters, Other Meetings, 1998-1999
80. Board Meeting Minutes and Documents, January-June 1999
81. Board Meeting Minutes and Documents, January-June 1999

**Box 9 Miscellaneous (139 folders)**

- 1-28. Sponsors, outlines, meetings, and correspondence, 1994
- 29-33. Pamphlets, bullets, newsletters, 1995
- 34-47. Sponsors, outlines, minutes, 1996
- 48-62. Donor forms, correspondence, 1997
- 63-76. Letter head, lane assignments, 1998
- 77-89. Lane Assignments, BFKS correspondence, 1999
- 90-100. Lane Assignments, Donor Forms, 2000
- 101-113. Sponsors, Team Captains, Prizes, 2001
- 114-122. Notes, Public Service announcements, 2002
- 123-139. Donations, Newspapers, Public Service Announcements, 2003