

Guide to the Children's Home records, 1895-1976

Descriptive Summary

Title : Children's Home records
Creator: The Children's Home, Inc.
Dates : 1895-1976
ID Number : C20
Size: 14 boxes
Language(s): English

Repository: Special & Digital Collections
University of South Florida Tampa Library
4202 East Fowler Ave., LIB122
Tampa, Florida 33620
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Administrative Summary

Provenance: The Children's Home, Inc.
Acquisition Information: On long term loan, courtesy of Ann Lowry Murphey, 1985.
Access Conditions: None. The contents of this collection may be subject to copyright. Visit the United States Copyright Office's website at <http://www.copyright.gov/> for more information.
Processing History: Complete; An excel document detailing information about the photographs is also provided in the first box of the records.
Preferred Citation: *Children's Home records, Special Collections Department, Tampa Library, University of South Florida, Tampa, Florida.*

Biographical Note

The Children's Home is a child- and family-centered organization that cares for struggling families and children seeking families. The organization can trace its roots back to 1892. Carrie Hammerly founded the Children's Home. She purchased a spacious home located on the northeast corner of Washington and Marion Streets, in Tampa at 502 Washington for \$3,000. Hammerly's home was greatly needed, since unwed mothers at the time felt forced to keep their pregnancy hidden and abandon their children. The Children's Home began as the charitable effort of a number of concerned Tampa citizens and grew to a professionally managed institution. Over the years, they have helped more than 6,000 children find loving families, and have cared for more than 25,000 children in the community. The home has an informative website that is currently available at: <http://www.childrenshome.org/>

Scope Note

The collection provides interesting and informative documentation on the organizational evolution of the Children's Home. The collection contains board minutes, newspaper clippings, financial statements and other materials which document the Home from its beginnings. The Collection also contains a framed photograph from 1920 which has been placed on the top of the flat boxes. Additional information on the collection may be found in the departmental collection files. A majority of the records date from the 1940s to the early 1970s.

Arrangement Note: The records of the Children's Home (1895-1976) have been arranged by the Home's organizational structure. The records have been divided into the following seven series: Board of Directors, Departments, Financial Statements, Miscellaneous, Printed Material, Photographs, and Minute Books. Subseries are arranged alphabetically within the series. The flat boxes contain bound volumes of the Board's Minute Books for the Children's Home, Tampa Door of Hope, and the Ephzibah Rescue Mission.

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Subject Headings

Corporate Names: Children's Home Society of Florida

Subject Terms: Adoption
Child welfare

COLLECTION CONTENTS

Series 1 : Board of Directors, 1898-1974

Scope/Content: Contains annual reports, by-laws, charter, committees, reports, as well as annual and monthly minutes.

Sub-Series : Annual Reports, 1923-1969

BOX 1

FOLDER 1 : Annual Reports, 1923-1935

FOLDER 2 : Annual Reports, 1937-1969

Sub-Series : By-Laws, 1943-1967

BOX 1

FOLDER 3 : By-Laws, 1943-1967

Sub-Series : Charter, 1898

BOX 1

FOLDER 4 : Charter, 1898

Sub-Series : Committees

BOX 1

FOLDER 5 : Admissions and Releases (Miscellaneous), 1930-1959

FOLDER 6 : Admissions and Releases – Reports, 1933-1951

FOLDER 7 : Admissions and Releases – Reports, 1953-1958

FOLDER 8 : Adoptions – Minutes, 1963, 1968

FOLDER 9 : Adoptions – Reports, 1948-1969

FOLDER 10 : Annual Dinner – Minutes, 1968-1969

FOLDER 11 : Building – Reports, 1968-1969

FOLDER 12 : By-Laws – Reports, 1962-1963

FOLDER 13 : Case Reports, 1944-1960

FOLDER 14 : Executive Committees – Minutes, 1963-1974

FOLDER 15 : Future Planning – Minutes, 1973-1974

FOLDER 16 : Future Planning – Reports, 1965-1975

FOLDER 17 : House and Grounds – Reports, 1928-1958

FOLDER 18 : House and Grounds – Reports, 1961-1968

FOLDER 19 : Medical – Reports, 1925-1938

FOLDER 20 : Medical – Reports, 1944-1958

FOLDER 21 : Nominating – Reports, 1944-1959

FOLDER 22 : Nominating – Reports, 1961-1969

FOLDER 23 : Personnel – Reports, 1962-1969

FOLDER 24 : Policy Coordinating Agenda, 1965

FOLDER 25 : Public Relations – Reports, 1948-1968

FOLDER 26 : School – Reports, 1930-1954

FOLDER 27 : School – Reports, No date

Sub-Series : Correspondence

BOX 2

FOLDER 1 : Correspondence, 1901-1925

FOLDER 2 : Correspondence, 1930-1949

FOLDER 3 : Correspondence, 1950-1959

FOLDER 4 : Correspondence, 1960-1969

FOLDER 5 : Correspondence, 1970-1975

Sub-Series : Corresponding Secretary Reports, 1929-1968

BOX 2

FOLDER 6 : Corresponding Secretary Reports, 1929-1957

FOLDER 7 : Corresponding Secretary Reports, 1962-1968

Sub-Series : Executive Director Reports, 1960-1968

BOX 2

FOLDER 8 : Executive Director Reports, 1960-1968

Sub-Series : Minutes, 1925-1974

Scope/Content: Contains the annual and monthly minutes of the Children's Home Board of Directors

BOX 2

FOLDER 9 : Annual, 1925-1939

FOLDER 10 : Annual, 1943-1948

FOLDER 11 : Annual, 1950-1958

FOLDER 12 : Annual, 1960-1968

FOLDER 13 : Annual, 1970-1974

FOLDER 14 : Monthly, March 1905

FOLDER 15 : Monthly, March 1906

FOLDER 16 : Monthly, February-December 1929

FOLDER 17 : Monthly, January-October, December 1930

FOLDER 18 : Monthly, January-December 1931

BOX 3

FOLDER 1 : Monthly, January-December 1932

FOLDER 2 : Monthly, January-May, September-October 1933

FOLDER 3 : Monthly, January-April, July-September 1934

FOLDER 4 : Monthly, January-December 1936

FOLDER 5 : Monthly, January-December 1937

FOLDER 6 : Monthly, January-December 1938

FOLDER 7 : Monthly, January 1939

FOLDER 8 : Monthly, January-July, September-December 1940

FOLDER 9 : Monthly, January-March, May-December 1941

FOLDER 10 : Monthly, January-October, December 1942

FOLDER 11 : Monthly, January, March-December 1943

FOLDER 12 : Monthly, February-September 1944

FOLDER 13 : Monthly, January, November 1950

FOLDER 14 : Monthly, February-December 1951

BOX 4

- FOLDER 1 : Monthly, January-December 1952
- FOLDER 2 : Monthly, February-December 1953
- FOLDER 3 : Monthly, January-December 1954
- FOLDER 4 : Monthly, January-December 1955
- FOLDER 5 : Monthly, January-December 1956
- FOLDER 6 : Monthly, January-December 1957
- FOLDER 7 : Monthly, January-November 1958
- FOLDER 8 : Monthly, January-November 1959
- FOLDER 9 : Monthly, January-December 1960
- FOLDER 10 : Monthly, January-December 1961
- FOLDER 11 : Monthly, January-December 1962
- FOLDER 12 : Monthly, January-December 1963
- FOLDER 13 : Monthly, January-December 1964

BOX 5

- FOLDER 1 : Monthly, January-December 1965
- FOLDER 2 : Monthly, January-December 1966
- FOLDER 3 : Monthly, January-December 1967
- FOLDER 4 : Monthly, January-December 1968
- FOLDER 5 : Monthly, January-December 1969
- FOLDER 6 : Monthly, January-November 1970
- FOLDER 7 : Monthly, January-December 1971
- FOLDER 8 : Monthly, January-December 1972
- FOLDER 9 : Monthly, January-December 1973
- FOLDER 10 : Monthly, January-December 1974
- FOLDER 11 : Monthly, January-December (year unspecified)

Sub-Series : Miscellaneous, 1927-1972

BOX 6

- FOLDER 1 : Miscellaneous, 1927-1972
- FOLDER 2 : Miscellaneous, No date

Sub-Series : Policies, 1952-1968

BOX 6

- FOLDER 3 : Policies, 1952-1968

Sub-Series : President Reports, 1950-1966

BOX 6

- FOLDER 4 : President Reports, 1950-1966

Sub-Series : Superintendent Reports, 1947-1959

BOX 6

- FOLDER 5 : Superintendent Reports, 1947-1959

Sub-Series : Treasurer, 1947-1969

BOX 6

FOLDER 6 : Treasurer Reports, 1947-1969

Series 2 : Departments, 1943-1969

Scope/Content: Contains information about the Children's Home accounting practices, adoptions, and social services.

Sub-Series : Budgets, 1940-1969

BOX 6

FOLDER 7 : Accounting – Budgets, 1943-1959

FOLDER 8 : Accounting – Budgets, 1963-1969

Sub-Series : Building Funds, 1967-1968

BOX 6

FOLDER 9 : Accounting – Building Funds –Statements, 1967-1968

Sub-Series : Donations, 1959-1969

BOX 6

FOLDER 10 : Accounting – Donations, 1959-1965

FOLDER 11 : Accounting – Donations, 1968-1969

FOLDER 12 : Accounting – Donations, No date

Sub-Series : Miscellaneous, 1940-1969

BOX 6

FOLDER 13 : Accounting – Miscellaneous, 1940-1957

FOLDER 14 : Accounting – Miscellaneous, 1965-1969

Sub-Series : Operating Statements, 1962-1972

BOX 6

FOLDER 15 : Accounting – Operating Statements, 1960-1961

FOLDER 16 : Accounting – Operating Statements, 1962

FOLDER 17 : Accounting – Operating Statements, 1963-1964

FOLDER 18 : Accounting – Operating Statements, 1965-1966

BOX 7

FOLDER 1 : Accounting – Operating Statements, 1967-1969

FOLDER 2 : Accounting – Operating Statements, 1970-1972

Sub-Series : Staff Salaries, 1953-1963

BOX 7

FOLDER 3 : Accounting – Staff Salaries, 1953-1963

Sub-Series : Statements of Receipts and Disbursements, 1946-1959

BOX 7

FOLDER 4 : Accounting – Statements of Receipts and Disbursements, 1946-1950

FOLDER 5 : Accounting – Statements of Receipts and Disbursements, 1953-1956

FOLDER 6 : Accounting –Statements of Receipts and Disbursements, 1957-1959

Sub-Series : Adoptions, 1952-1968

BOX 7

FOLDER 8 : Adoptions – Policies and Procedures, 1968

FOLDER 9 : Adoptions – Reports, 1952-1960

Sub-Series : Social Services, 1957-1969

BOX7

FOLDER 10 : Social Services – Reports, 1957-1958

FOLDER 11 : Social Services – Reports, 1961-1969

Series 3 : Financial Statements, 1935-1959

BOX7

FOLDER 12 : Financial Statements, 1935, 1941-1942

FOLDER 13 : Financial Statements, 1946-1947

FOLDER 14 : Financial Statements, 1951-1953

FOLDER 15 : Financial Statements, 1954-1955

FOLDER 16 : Financial Statements, 1956-1957

FOLDER 17 : Financial Statements, 1958-1959

BOX8

FOLDER 1 : Financial Statements, 1960-1962

FOLDER 2 : Financial Statements, 1963-1964

FOLDER 3 : Financial Statements, 1967-1971

FOLDER 4 : Financial Statements, 1972-1976

FOLDER 5 : Financial Statements, 1977-1982

Series 4 : Miscellaneous, 1907-1972

Sub-Series : Correspondence, 1907-1970

BOX8

FOLDER 6 : Correspondence, 1907-1908

FOLDER 7 : Correspondence, 1923-1948

FOLDER 8 : Correspondence, 1950-1959

FOLDER 9 : Correspondence, 1962-1965

FOLDER 10 : Correspondence, 1966-1970

FOLDER 11 : Correspondence, 1975-1978

Sub-Series : Evaluations

BOX8

FOLDER 12 : Evaluations, No date

Sub-Series : Job Descriptions

BOX8

FOLDER 13 : Job Descriptions, No date

Sub-Series : Minutes, 1953-1967

BOX 8

FOLDER 14 : Minutes, 1953-1967

Sub-Series : Program Information, 1958-1965

BOX 9

FOLDER 1 : Program Information, 1958-1965

Sub-Series : Reports, 1930-1972

BOX 9

FOLDER 2 : Reports, 1954-1959

FOLDER 3 : Reports, 1930-1956

FOLDER 4 : Reports, 1960-1972

Series 5 : Printed Material, 1895-1992

Scope/Content: The bulk of this series consists of newspaper clippings.

Sub-Series : Miscellaneous, 1961-1968

BOX 9

FOLDER 5 : Miscellaneous, 1961-1968

Sub-Series : Newspaper Clippings, 1895-1967

BOX 9

FOLDER 6 : Newspaper Clippings, 1895-1905

FOLDER 7 : Newspaper Clippings, 1920-1927

FOLDER 8 : Newspaper Clippings, 1950-1967

Sub-Series : Centennial, 1992

BOX 9

FOLDER 9 : Centennial, 1992

Series 6 : Photographs, 1874-1970

Scope/Content: This series includes photographs of various people and children. They depict the building of the Children's Home as well as everyday events. A Microsoft Excel spreadsheet with descriptions of the photographs is available in the first box of the collection.

BOX 10

FOLDER 1 : Photographs 1-24

FOLDER 2 : Photographs 25-49

FOLDER 3 : Photographs 50-74

FOLDER 4 : Photographs, 75-99

FOLDER 5 : Photographs 100-124

FOLDER 6 : Photographs, 125-156

FOLDER 7 : Photographs 157-174

FOLDER 8 : Photographs 175-199

FOLDER 9 : Photographs 200-225

FOLDER 10 : Negatives

Series 7 : Minute Books, 1895-1950

BOX 11 : Minute Books, 1895-1920

ITEM : Minute Book, 1895-1905

ITEM : Minute Book, 1904-1913

ITEM : Minute Book, 1913-1920

BOX 12 : Minute Books, 1921-1927

ITEM : Minute Book, 1921-1923

ITEM : Minute Book, 1924-1927

BOX 13 : Minute Books, 1936-1950

ITEM : Minute Books, 1936-1939

ITEM : Minute Book, 1946-1948

ITEM : Minute Book, 1948-1950

BOX 14 : Minute Books, 1899-1907

ITEM : Tampa Door of Hope Minute Book, 1903-1907

ITEM : Hephzibah Rescue Mission Minute Book, 1899-1916

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