Manuscript Group 90
Big Brothers and Big Sisters of Indiana County

For Scholarly Use Only
Last Modified November 5, 2014

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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)
   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
   a. Application letters pertaining to application
   b. Correspondence and documentation
   a. Application letters pertaining to application
   b. Correspondence and documentation
7. Proposal for funding Big Brother 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
   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
5. Time and Attendance Report: Local Travel and General Monthly Expense Vouchers, volumes 201-250, 1967
8. Receipt Book, 1966
10. ICCAP In Kind Service vouchers, 1966-1968
15. Bank Statement and Balance Sheet, 1974-1975
18. Petty Cash Ledger, 1974-1975
19. Invoices for Big Brothers and Big Sisters Program, Payable to Student Cooperative Association (Co-op), 1978-1979
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
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
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
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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. Flyer 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
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
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
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. Miscellanea 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
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
4. Board Meeting, May 8, 1967
5. Board of Directors, 1968-1969
6. Board Meeting Minutes, 1968
8. Board Meeting Minutes, 1969
9. Board of Directors, 1970
10. Board Meeting Minutes, 1970
12. Board Minute Minutes, 1971
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<td>13. Board of Directors, 1972-1973</td>
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<td>14. Board Minute Minutes, 1972</td>
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<td>15. Board of Directors, 1973-1974</td>
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<td>16. Board Minute Minutes, 1973</td>
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<td>17. Big Brothers and Big Sisters, Proposed Constitution, 1974</td>
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<td>18. Board of Directors, 1974-1975</td>
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<td>19. Board Meeting Minutes, 1974</td>
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<td>20. Board Members, 1975</td>
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<td>21. Board Meeting Minutes, 1975</td>
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<td>22. Big Brothers and Big Sisters, Program Director job description, 1976</td>
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<td>23. Board Meeting Minutes, 1976</td>
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<td>24. Big Brothers and Big Sisters, Correspondence, 1976</td>
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<td>25. Board of Directors, 1977-1978</td>
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<td>26. Board Meeting Minutes, 1977</td>
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<td>27. Big Brothers and Big Sisters, Correspondence, 1977</td>
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<td>28. Big Brothers and Big Sisters, Handbook, 1977</td>
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<td>29. Board Members, 1978-1979</td>
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<td>30. Board Meeting Minutes, 1978</td>
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<td>34. Board Meeting Minutes, 1981</td>
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<td>35. Board Meeting Minutes, 1982</td>
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<td>36. Big Brothers and Big Sisters, Fund Raising Direction, 1982</td>
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<td>37. Board Meeting Minutes, 1983</td>
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<td>38. Board Meeting Minutes, 1984</td>
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<td>39. Board Meeting Minutes, 1985</td>
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<td>40. Board Meeting Minutes, 1986</td>
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<td>41. Big Brothers and Big Sisters, Corporate Membership, 1986</td>
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<td>42. Board Meeting Minutes, 1987</td>
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<td>43. Board Meeting Minutes, 1988</td>
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<td>44. Board Members List, 1989</td>
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<td>45. Board Meeting Minutes, 1989</td>
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<td>46. Board Member List, 1990</td>
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<td>47. Board Meeting Minutes, 1990</td>
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<td>48. Board Meeting Minutes, 1991</td>
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<td>49. Board Meeting Minutes and Documents, 1991</td>
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<td>50. Big Brothers and Big Sisters, Report and Recommendations, 1991</td>
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<td>51. Board Meeting Minutes, 1992</td>
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<td>52. Big Brothers and Big Sisters, Bylaws and Constitution, 1992</td>
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<td>53. Big Brothers and Big Sisters, Standards and Procedures, 1992</td>
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<td>54. Recruitment Policy, 1992</td>
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<td>55. Board Meeting Minutes, 1993</td>
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<td>56. Board Meeting Minutes, 1994</td>
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<td>57. Big Brothers and Big Sisters, Financial Policy, 1994</td>
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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 Responsibly, 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