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Hampshire Community United Way Records

1968-1985
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Nonprofit organization with representatives from sixteen Western Massachusetts towns that raised funds for and distributed funds to local and national social service organizations in their communities. Records include minutes of the Board of Directors, Executive Committee, financial and other standing committees; annual reports, correspondence, ledgers, budget worksheets, agency reports, campaign materials, including solicitation lists and letters, campaign studies and reports; brochures and surveys; and printed materials and photographs.

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Background on Hampshire Community United Way (Hampshire County, Mass.)

In 1969, representatives from Northampton, Easthampton, Hadley, Hatfield, and Williamsburg dissolved their respective Community Chests and established the Hampshire United Fund. The goal of the Hampshire United Fund was primarily the same as that of the Community Chest forerunners: to raise funds for and distribute funds to local and national social service organizations in the community.

The structure of the Hampshire United Fund was similar to the earlier Community Chests, with its Board of Directors, Executive Committee, and various standing committees. In addition to these volunteer positions, the Hampshire United Fund added a paid position of Executive Director who was responsible for the general management of the organization.

William Scott was the first Executive Director, holding the position from 1969-74. Scott was the Executive Secretary for the Northampton Community Chest in 1968-69. Fritz Heinemann was Executive Director 1975-78. Heinemann's time was divided between the Hampshire United Way (80%) and the Amherst Community Chest (20%). John Sheehan became Executive Director in 1978.

The Hampshire United Fund evolved in response to community needs. In 1973, the parent body, the United Fund, changed its name to the United Way of America; the Hampshire United Fund changed its name to the Hampshire United Way. In 1973, Westhampton joined the Hampshire United Way, raising the number of towns in the organization to six. In 1974, a total of fifteen communities comprised the Hampshire United Way. It was not until 1978 that Amherst dissolved its independent Community Chest and merged with the United Way. This single organization was renamed the Hampshire Community United Way.

Scope of collection

The records of the Hampshire Community United Way document the administration, activities, and community campaigns of the non-profit organization from its founding in 1969 through a period of rapid growth and expansion in the 1970s and early 1980s. Records include minutes of the Board of Directors, Executive Committee, financial and other standing committees; annual reports, correspondence, ledgers, budget worksheets, agency reports, campaign materials, including solicitation lists and letters, campaign studies and reports, brochures and surveys; printed materials, and photographs.

Arrangement

This collection is organized into five series:

- [Series 1. Administration \(1969-1980\)](#)
- [Series 2. Correspondence \(1974-1980\)](#)
- [Series 3. Agency Allocations \(1972-1980\)](#)
- [Series 4. Campaigns, Ledgers, Reports, and Photographs \(1969-1983\)](#)
- [Series 5. United Way of America \(1969-1978\)](#)

Series descriptions

[Series 1. Administration](#)

1969-1980

Contains minutes of the Board of Directors, Executive Committee, and some committee meetings (1969-1980 except 1976). Minutes are in a single run (i.e. are not divided by committee) and, for most years, in reverse chronological order. The minutes contain a limited amount of correspondence and campaign material. Meeting notes of President Simpkin are retained in the 1974 minutes. This series also includes Budget Committee minutes (1970-1974, 1978-1979). The minutes of this committee are incomplete and supplement minutes found in the regular run. Also in this series are HUW Financial Statements (1973-1980) which supplement Annual Report balance sheets (Series IV).

[Series 2. Correspondence](#)

1974-1980

Most of the correspondence is produced by the executive director and is maintained in rough chronological order. Correspondence for 1976 and 1977 is arranged by agency; for 1978, correspondence is in an alphabetical arrangement. The series includes internal memoranda, routine office correspondence, and (mostly outgoing) agency correspondence. Agency correspondence supplements Agency Allocations (Series III).

[Series 3. Agency Allocations](#)

1972-1980

Includes agency budget worksheets, budget requests, and allocations (1972-1980). This series also includes some budget committee material--minutes, correspondence, and work notes. This series is arranged chronologically and, within each year, either alphabetically or by agency type (health, family, or community service). Annual Reports (Series IV) includes condensed agency request and allocation information.

[Series 4. Campaigns, Ledgers, Reports, and Photographs](#)

1969-1983

Divided into three subseries.

Subseries 1 contains campaign records, including campaign organization, internal correspondence, solicitation lists and letters, publicity, and campaign results. This subseries also includes campaign financial records (1970-1978) and campaign day books (1969-1975). Subseries 2, Reports, supplements the first subseries. This subseries includes two 1974 reports: "Hampshire United Way Study and Campaign Evaluation," written by Executive Director-to-be Fritz Heinemann, and "Social Agencies and Their Funding," by Peter Rose, Director of the Jahnige Social Science Research Center at Smith College. Subseries 2 also includes Annual Reports (1969-1983). Subseries 3 consists of two folders of unidentified photographs.

[Series 5. United Way of America](#)

1969-1978

Divided into two subseries.

Subseries 1 consists of Combined Federal Campaign (CFC) records (1969-1976). CFC is the United Way campaign for Federal Civil Service employees. This subseries is arranged chronologically and includes internal correspondence, routine office correspondence, and CFC reports. Subseries 2 consists of printed material from United Way of America. This subseries includes: "United Fund Budgeting Manual" (1968), "Personnel Development Program: Intern Interview Information" (c.1977), and "United Way Executives of Massachusetts" (1978).

Inventory

Series 1. Administration

1969-1980

Bylaws and Corporation Papers

1969-1970

Box 1: 1

Board Members and Directors

1974-1980

Box 1: 2

Organization Chart

1974, 1977

Box 1: 3

Minutes

1969-1980

Box 1: 4-10

Budget Committee

1970-1974, 1978-1979

Box 1: 11

Financial Statements

1973-1980

Box 1: 12

Series 2. Correspondence

1974-1980

Correspondence
1974-1977
Box 2: 1-7
Correspondence
1978-1980
Box 3: 8-13
Series 3. Agency Allocations
1972-1980
Agency Allocations
1972-1976
Box 4: 1-7
Agency Allocations
1977-1980
Box 5: 8-15
Agency Allocations
1980
Box 6: 16-17
Series 4. Campaigns, Ledgers, Reports, and Photographs
1969-1983

Divided into three subseries.

Campaign
1973-1980
Box 6: 1-6
Publicity/Press Releases
1975-1980
Box 6: 7-11
Campaign Brochures
1975-1985
Box 7: 12
Campaign Records
1970-1978
Box 7: 13-14
(oversize) Campaign Ledgers
1969-1975
Box 7
Annual Reports
1969-1983
Box 7: 15-16
Campaign Study and Evaluation - Heinemann
1974
Box 7: 17
Social Agencies and Their Funding - Rose
1974
Box 7: 18
Report - Amherst Youth Survey
1980
Box 7: 19
Photographs
1971
Box 7: 20-21
Beano Licensing
1976
Box 7: 22
Series 5. United Way of America
1969-1978

Divided into two subseries.

Combined Federal Campaign
1969-1976
Box 8: 1-6
United Fund Budgeting Manual
1968
Box 8: 7
Personnel Development Program
1977
Box 8: 8
United Way Executives of Mass.
1978
Box 8: 9

Administrative information

Access

The collection is open for research.

Provenance

The records of the Hampshire Community United Way were placed on deposit at the University of Massachusetts Special Collections and University Archives by John Sheehan on behalf of the United Way in 1985.

Processing Information

Processed by Anneliese Ostendarp, June 1985.

Related Material

- [Amherst Community Association Records](#)
- [Easthampton Community Chest Records](#)
- [Northampton Community Chest Records](#)

Language:

English

Acknowledgments

Encoding funded by the Andrew W. Mellon Foundation.

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Search terms

Subjects

- Charities--Massachusetts--Hampshire County--History--Sources.
- Federations, Financial (Social service)--History--Sources.
- Hampshire Community United Way (Hampshire County, Mass.)--Archives.
- Hampshire County (Mass.)--Social conditions--Sources.
- Hampshire United Fund (Hampshire County, Mass.)--Archives.
- Hampshire United Way (Hampshire County, Mass.)--Archives.
- Human services--Massachusetts--Hampshire County--History--Sources.
- United States. Combined Federal Campaign--Correspondence.
- United Way of America.

Contributors

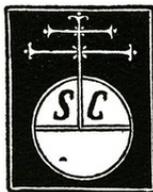
- Hampshire Community United Way (Hampshire County, Mass.) [main entry]
- Hampshire United Fund (Hampshire County, Mass.)
- Hampshire United Way (Hampshire County, Mass.)
- United States. Combined Federal Campaign.
- United Way of America.

Genres and formats

- Account books.
- Photographs.

Link to similar SCUA collections

- [Civic organizations](#)
- [Massachusetts \(West\)](#)



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