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### BAKER'S DOZEN

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BAKER'S DOZEN  
Collection 203-1 to 203-18

Prepared by:  
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February 2001

MANUSCRIPT DIVISION

## **SCOPE NOTE**

Baker's Dozen (1944-1962) was a civic organization aimed to remedy the problem of juvenile delinquency in northwest Washington. In November of 1944, thirteen civic minded women met to discuss methods of working on the popular problem of juvenile delinquency in Washington, D.C. The result of that initial meeting was the formation of the Baker's Dozen organization in 1946, incorporated on June 25, 1945. The bulk of the collection consists of business records detailing the operational activities of the organization. They include correspondence, student events and reports detailing the mission of Baker's Dozen. The activities of the executive council, outreach programs, as well as, staff and hiring procedures are represented in the collection.

These social workers opted to address issues surrounding juvenile delinquency by offering young adults productive activities to counter mischievous. The Baker's Dozen offered the youth recreation, leadership, training and counseling. To accomplish its aim, the Baker's Dozen presented Duke Ellington and his orchestra in concert at the Watergate Hotel to raise seed money towards a facility for youth activities. The Watergate was selected because it was the only public place in the Nation's Capital where Black and white artists could perform before an integrated audience.

Throughout the course of its existence the Baker's Dozen assisted many Washington youths through its outreach services. These events are documented in the student activity files where weekly services ranged from acrobatics to swimming.

### **SCOPE NOTE continued**

The photographs are of particular interest. There are images of Spencer with members of the original thirteen organizers, as well as, with notable figures such as Duke Ellington, Nat “King” Cole, and Mordecai Johnson. Also of interest are images of service projects and programs.

Mrs. Ruth B. Spencer, co-founder of the Baker’s Dozen, donated the papers on February 9, 1972.

## **ADMINISTRATIVE HISTORY**

The Baker's Dozen Incorporated and the Baker's Dozen Youth Center (B.D.Y.C.) were volunteer organizations that operated within in Washington D.C. from 1947 to 1962. This organization was the brainchild of 13 African American female social work majors from Howard University. During their studies, these students realized the Bureau of Vital Statistics and the Census Bureau projected dim futures for young African American children living within the neighborhood surrounding Howard University. To combat these negative projections, the 13 female social work students organized the Baker's Dozen to offer an alternative to these children. The objective of the Baker's Dozen had been to help young African American children develop social skills to cope with the frustration of poverty, as well as, provide an opportunity for their future. Initially, the group met in the Northwest Settlement House where they established a Canteen - which operated one night a week. As the program grew, Baker's Dozen realized the need for a larger and permanent facility. Towards, this end, on June 6, 1946, the Baker's Dozen hosted a fund raising concert with Duke Ellington. The proceeds from that concert, coupled with the donations from neighborhood and charitable organization's provided the monies needed to purchase two buildings at 1509 and 1511 4th Street, NW. The purchase of these two buildings provided the Baker's Dozen organization with a permanent headquarters.

## Series Description

**Series A      Organizational Records**

Box 203-1      Includes information on B.D.Y.C. executive council agendas, minutes and correspondence.

**Series B      Staff Records**

Boxes 203-1 to 203-2      Includes material generated by staff of B.D.Y.C. Their weekly and monthly reports and staff meeting materials.

**Series C      Financial Records**

Boxes 203-3 to 203-4      Includes material pertaining to fund raising, employee salaries, equipment purchases, tax exempt status, advertisements and property purchase.

**Series D      Correspondence**

Boxes 203-4 to 203-6      Includes items generated by B.D.Y.C. leadership to potential sponsors, as well as media sources. Items also include form letters to perspective employees and numerous donors.

**Series E      Printed Materials**

Boxes 203-6 to 203-7      Includes items pertaining to the social aspects of B.D.Y.C. Many of these items explain the history and objectives of B.D.Y.C., their programs and activities.

**Series F      Student Activities**

Boxes 203-8 to 203-9      Materials pertain to B.D.Y.C. student activities. These activities were weekly events used to occupy the membership with wholesome, productive interaction. The events were supervised and at times were didactic. Events include, arts & crafts, baseball, cooking group, swimming and bowling.

**Series G      Photographs**

Boxes 203-9 to 203-10      Items are images from the B.D.Y.C. building, fund raising programs and member activities. There are images of notable persons such as Duke Ellington, Nat Cole and Congresswoman Helen Gahagan. The date strengths are 1947 to 1959.

## **Series Description continued**

**Series H      Subject Files**

Boxes 203-11 to 203-13      Materials contain information about organizations with which B.D.Y.C. partnered. Some of these organizations donated funding, human resources and models which the B.D.Y.C. used in implementing and improving its center.

**Series I      Oversize**

203-14      Contain wide variety of items from B.D.Y.C from building blueprints to oversize pictures.

**Series J      Restricted Materials**

Boxes 203-15 to 203-18      These materials contain sensitive information pertaining to the operation of B.D.Y.C., such as employee applications and detailed membership evaluations.

## Container List

### Series A: Organizational Records

Box	Folder	
203-1	1	Executive Director responsibilities & report 1959 - 1962
	2	Executive Director reports January - May 1962
	3	Program Committee information 1957-1960
	4	Criteria for Membership on the Board of Directors
	5	Board of Directors - address book
	6	Board of Directors membership manual, 1961
	7	Board of Directors meeting minutes March 1960 - October 1962
	8	B.D.Y.C. Articles of Incorporation & Constitution
	9	B.D.Y.C. Certificate of Incorporation, June 25, 1945
	10	B.D.Y.C. monthly meeting March - December 1960
	11	Board of Director resolution, 1960
	12	Executive Board information, 1959-1960
	13	Board of Directors meeting minutes, April 1960 - January 1962
	14	Application for Educational Applicants January 13, 1962
	15	Memorandum to Chairman of the Board March - November 1961
	16	Monthly Report to B.D.Y.C. Director, 1960-1961
	17	Executive committee internal correspondence, 1960-1961
	18	Board of Directors agenda notes September 1949-June 1953
	19	Board of Directors agenda notes, 1953, 1958
	20	Board of Directors agenda notes, January 1961-July 1962
	21	Evaluation of Membership, June 1958-January 1960
	22	B.D.Y.C. vs General Heating Engineering Company, 1956
	23	Board of Directors meeting minutes, 1954-1958, 1960
	24	Board of Directors information, 1960-1961
	25	Harold Dance former executive director memos, 1960-1962
	26	James Gordon former executive director memos
	27	Flaxie Pinkett, former B.D.Y.C president

### Series B: Staff Records

- 28 John Holloway monthly report, 1960
- 29 Murdock Schofield monthly report, 1959-1960
- 30 Barbara Young monthly report, 1960
- 31 Monthly staff reports, 1960
- 32 C.F. Grain monthly report, 1959
- 33 Sterling Hykes monthly report, 1960



## Container List

### **Series B: Staff Records continued**

Box	Folder	
203-2	1	Monthly report, October 1957
	2	Various weekly and monthly activities report, 1961-1962
	3	Harold Fisher weekly report, 1960
	4	Halton, Jenkins, N and Randolph weekly report, 1961-1962
	5	Williams, Jenkins, M.N., and Bethune weekly report, 1961-1962
	6	John King weekly report, 1961-1962
	7	G.R. Swain weekly report, 1961-1962
	8	E.A. Marksman weekly report, 1961-1962
	9	Weekly activity record, January - August 1960
	10	John Harvey weekly report, 1961-1962
	11	Staff meeting minutes, 1961
	12	Guide to personnel, 1958
	13	Administrative bulletin, October 1961 - February 1962
	14	B.D.Y.C. manual of administration procedure
	15	B.D.Y.C. staff memos 1952-1962
	16	B.D.Y.C. agenda notes September 1947- March 1948
	17	Agenda notes March 1946 - July 1947
	18	Staff meeting minutes, 1962
	19	Harold Dance Annual report February 1960 - December 1960
	20	B.D.Y.C. agenda notes, July 1948 - June 1949
	21	Staff meeting minutes, 1961-1962
	22	Staff workload, n.d.
	23	B.D.Y.C. Staff meeting outline, 1961-1962
	24	Employee material and job descriptions
	25	Workers daily plan and notes
	26	Volunteer program material
	27	Employee time sheets, January - December 1960
	28	Employee time sheets, January 6 - December 1961
	29	Employee time sheets, January 27 - December 31 1962

### **Series C: Financial Records**

203-3	1	Receipts - 1950
	2	Receipts - 1960
	3	Receipts - 1961

## Container List

### Series C: Financial Records continued

Box	Folder		
203-3	4	Receipts - 1962	
	5	Receipts - undated & miscellaneous financial materials	
	6	B.D.Y.C. financial materials, January 1- December 31, 1961	
	7	Statement of receipts & disbursements	
	8	Liability Policy - home indemnity July 16, 1958	
	9	John Pinkett financial records, 1948, 1962	
	10	Gifts-in-kind, 1960	
	11	Budget & Finance materials, 1960	
	12	Miscellaneous financial materials, 1949	
	13	List of Contributors, A-V n.d.	
	14	List of Contributors, 1953-1954	
	15	Treasurers Report, 1951-1952	
	16	Proposed budget materials 1962	
	17	Workmen's compensation policy, 1960-1963	
	18	B.D.Y.C. postal materials, 1953-1959	
	19	Petty cash requests, 1960-1961	
	20	B.D.Y.C. supply needs and orders, 1961	
	21	B.D.Y.C. supply requisitions, n.d.	
	22	B.D.Y.C. inventories, n.d.	
	23	Disbursements salaries and wages, July 1961	
	24	Monthly Financial Report, 1960	
	25	Auditing Report, 1959	
	26	Booster Bulletin, 1961	
	27	Booster Drive, miscellaneous materials	
	28	Booster Drive correspondence, 1961	
	29	Booster Drive permit 1945	
	30	Booster Drive materials, 1953-1959	
	31	Booster Drive campaign newspaper materials, n.d.	
	32	Booster Drive campaign advertisements, 1953	
	33	Booster Drive materials, 1960-1962	
	203-4	1	B.D.Y.C. purchase orders, January - May 1962
		2	B.D.Y.C. purchase orders January, November - December 1961
		3	Athletic equipment cost information,
4		B.D.Y.C. retirement plan, 1948	
5		B.D.Y.C. federal tax exemption materials, 1962	
6		United Community Services & B.D.Y.C. fiscal relationship, 1955- 1956	
7		Taxes for fund raising pamphlet, 1962	

## Container List

### Series C: Financial Records continued

Box	Folder	
203-4	8	B.D.Y.C. building insurance materials, 1961
	9	B.D.Y.C. building tax & deed information, 1962-1964
	10	B.D.Y.C. building committee materials, 1946- n.d.
	11	B.D.Y.C. building & property exempt status
	12	Building Certificate January 1, 1960
	13	B.D.Y.C. budget presentation Health and Welfare Council, 1961
	14	Financial notes, 1955- n.d.
	15	Fund-raising activities materials, 1951-1955
	16	Statement of financial operation, June 1955-February 1956
	17	Statement of financial operation, January - May 1961
	18	Statement of financial operation, June - September 1961
	19	Statement of financial operation, September - December 1961
	20	Statement of financial operation, December 1960-December 1961
	21	Statement of financial operation, December 1961-January 1962
	22	Estimated budget, 1949 - 1959
	23	Budget notes & miscellaneous items, 1960 - n.d.

### Series D: Correspondence

	24	Ab-At
	25	Ba
	26	Baker's Dozen - greeting cards
	27	Be-By
	28	Ca-Co
	29	Catalogs, miscellaneous
	30	Da-Dy
	31	Dance, Harold (from) 1960-1961
	32	Dance, Harold (to) 1960-1962
203-5	1	Eb-Ev
	2	Fa-Fu
	3	Ga-Gu

## Container List

### Series D: Correspondence continued

Box	Folder	
203-5	4	Gordon, James (from) October 1961-April 1962
	5	Gordon, James (to) 1960-1962
	6	Ha-Hy
	7	Ih-Ir
	8	Ja-Jo
	9	Johnson, Mordecai
	10	Ka-Ku
	11	La-Ly
	12	Ma-Mu
	13	Miscellaneous correspondence
	14	Na-No
	15	O-Ol
	16	Pa-Pu
	17	Pinkett, Flaxie November 1945-October 1961
	18	Q
	19	Queen, R.H., 1960
	20	Ra-Ry
	21	Ridley, Mollye, 1960-1962
	22	Sa-Sw
	23	Shinker, Virgil, 1961-1962
	24	Smith, Irma 1952-1961
	25	Spencer, Ruth January - April 1940-1949
	26	Spencer, Ruth May - December 1940-1949

## Container List

### Series D: Correspondence continued

Box	Folder
203-6	1 Spencer, Ruth 1950-1959
	2 Spencer, Ruth 1961-1962
	3 Strong, Henry 1946-1950
	4 Strong, L. Corrin 1947-1953
	5 Strong, Mother, 1946-1948
	6 Ta-Tu
	7 Tamlyn & Brown
	8 Va-Vi
	9 Wa-Wr
	10 Ya-Yo

### Series E: Printed Materials

	Programs & Projects
11	B.D.Y.C. practices & procedures, n.d.
12	Program highlights, 1957
13	Program highlights, 1957-1959
14	Program highlights, 1960
15	Program & B.D.Y.C. position notes, n.d.
16	Program Workbook, 1962
17	Demonstration project, 1962-1965
18	Demonstration project "A Total Involvement Approach to Teen Age Problems", 1962
19	Summer programs, 1962
20	"A Brochure Baker's Dozen Teen Age Recreation Program," 1947
21	Needy Families, correspondence & materials, 1960 Social Service Project, 1959
22	Odd Job program addresses, 1959-1961
23	Odd Job materials, n.d.

## Container List

### Series E: Printed Materials continued

Box	Folder	
		Activities
203-6	24	Activities, n.d.
	25	Advisors names
	26	Blank forms
	27	Activities file, introductory materials
	28	Attendance evening, 1960
	29	Social Service Program, 1959
203-7	1	B.D.Y.C. Administrative charts, n.d.
	2	B.D.Y.C. Activities, 1959-1962
	3	Program workbook, 1962
	4	Operation Hold, n.d.
	5	B.D.Y.C. Summer Camp materials, n.d.
		News Releases
	6	B.D.Y.C. Press Releases
	7	Advertising material, n.d.
	8	News releases, 1957-1962
	9	Summer Report, 1953
	10	B.D.Y.C. news clippings
	11	B.D.Y.C. Scoop, n.d.
		Awards
	12	Lane Bryant Annual Award, November 17, 1952
	13	B.D.Y.C. Junior Citizens Merit Award, n.d.
	14	Tribute of Appreciation from National Association of Colored Women's Clubs, February 18 1948
	15	Endorsements for B.D.Y.C.
		History
	16	History materials, miscellaneous
	17	Analysis of the Program of Baker's Dozen
	18	Baker's Dozen mission statement, n.d.
	19	Summary Report of Program Committee, 1957-1958
	20	Baker's Dozen objectives, n.d. - 1959
	21	Report of Baker's Dozen Advisor Tea, October 4, 1950
	22	Baker's Dozen 13th Anniversary Program book, June 10, 1957

## Container List

### Series E: Printed Materials continued

Box	Folder	
		History
203-7	23	Baker's Dozen Constitution, October 1954-December 1955
	24	Baker's Dozen What? Why? Where? Scrapbook, n.d.
	25	Epitaph Journal, 1960
	26	Facts about Baker's Dozen Youth Center, n.d.
	27	Baker's Dozen Self Appraisal, 1959-1960
	28	Baker's Dozen Survey & Recommendation, n.d.
	29	Miscellaneous program materials, 1949-1951
	30	A Study of Baker's Dozen, January 1962 by Margaret Ward
	31	Baker's Dozen membership materials, n.d.
	32	Baker's Dozen Membership cards, 1954
	33	B.D.Y.C. newsletter, August 1960
	34	Summary notes of 1947-1948
	35	B.D.Y.C. miscellaneous notes, n.d.
	36	Baker's Dozen program statements, n.d. - 1960
	37	Baker's Dozen synopsis of 1951

### Series F: Student Activities

	38	Alpha Chi Sigma Sorority
	39	Alpha Omega Sorority
	40	Alpha Omega Delta Sorority
	41	Arts & Crafts
203-8	1	Bandoleers
	2	Basketball
	3	Baseball
	4	Beauty instructions & culture
	5	Bowling
	6	Boys Cooking class
	7	Boys Hobby group
	8	Camera club
	9	Charm & Dance group
	10	Charmettes
	11	Civil Air Patrol
	12	Cookettes
	13	Cooking group
	14	Cooking group "A"
	15	Cooking group "B"

## Container List

### Series F: Student Activities continued

Box	Folder		
203-8	16	Monday, Wednesday "T" Cooking groups	
	17	Crafts	
	18	Culinary Arts	
	19	Dance	
	20	Dance class (Hawaiian group)	
	21	Durbanettes - Social club	
	22	English/Teaching Machine	
	23	Gay Ladies	
	24	Girls Social club	
	25	Gentlemen Eight	
	26	Hobby Club	
	27	Junior Rifle club	
	28	Kappa Tau Upsilon	
	29	Leather crafts	
	30	Library staff	
	31	Movie club	
	32	Newspaper staff	
	33	Sewing	
	34	Skating	
	35	Social club "A"	
	36	Softball	
	37	Special Highlights Events	
	38	Swimming	
	39	Teaching Math	
	40	Tumbling	
	41	Various Events arithmetic - the young giants	
	42	Miscellaneous student activities materials	
	43	Monthly report of girl workers	
	44	All-colored ice show	
	45	Student activities attendance, fall - winter, 1960	
	46	B.D.Y.C. - parents permission slips & wardrobe suggestions	
	47	Boys work- YMCA	
	203-9	1	Camp Lightman
		2	Civil Air Patrol materials
		3	Fall program, 1961
		4	Operation Fitness USA



## Container List

### Series F: Student Activities continued

Box	Folder	
203-9	5	Group attendance report acrobatics - weightlifting
	6	Late night of fun night
	7	Lavishing Ladies "summary & analysis of the social group work process," May 31, 1955
	8	Lavishing Ladies face sheet for group records, March - May 1955
	9	Lavishing Ladies "A Sociogram Conducted", 1955
	10	Lavishing Ladies face sheet for group records, 1956-1957
	11	Student activities - miscellaneous
	12	Proposed activities - miscellaneous
	13	"Youth Centers: An Appraisal & Look Ahead" booklet

### Series G: Photographs

- 14 Baker's Dozen at time of opening, 1950
- 15 The Originals Washington, April 16, 1955
- 16 Baker's Dozen - formal dedication at Howard University – Rankin Chapel October 15, 1950
- 17 Volunteers at B.D.Y.C. 1952
- 18 First Baker's Dozen Staff, September 17, 1954
- 19 Baker's Dozen - Committee & Staff Workers, Mrs. Ruth Spencer second from the right
- 20 B.D.Y.C. Building Interior images
- 21 B.D.Y.C. Building, November 1946
- 22 Ruth Spencer & unidentified groups
- 23 Images of Midway Hall
- 24 Gifts from the community to the Youth Center when first opened
- 25 B.D.Y.C. awarded "Woman of the Year" by Zeta Sorority, 1951
- 26 Presentation of \$300 to Baker's Dozen by the Women's Civic Guild, February 23, 1956
- 27 Mrs. Theodore Wedell making donation, 1953
- 28 Congresswoman Helen Gahagan Douglass with B.D. members, 1947
- 29 Mothers who entered baby contest
- 30 Teenage fashion show at Armstrong High School, n.d.
- 31 First Carol Sing by Negro children at Union Station
- 32 Christmas baskets December 23, 1953
- 33 Teenage social dancing at B.D.Y.C.

## Container List

### Series G: Photographs continued

Box	Folder	
203-9	34	Quiet table games, 1945
	35	James McPhail - Armstrong High School March 17, 1945
	36	B.D. First Youth Council, 1945
	37	B.D. student craft
203-10	1	B.D. advertisements
	2	St. Patrick's Day dance for teenagers at Dunbar High School, n.d.
	3	Unidentified young adults receiving 1961, MVP award
	4	Mother's day program, May 9, 1954
	5	Alumni groups, 1953
	6	Easter program "Might at Bunny Inn"
	7	Xmas tour sponsored by December 16, 1956 - Junior Chamber of Commerce
	8	Veronica Butler, Cardoza High School March 17, 1945
	9	Wantalee Lawrence
	10	Mrs. Odessa Garnes, et al (sweethearts)
	11	Arnett Cuff
	12	Beatrice Black, Dorothea Stewart and Carol Parris
	13	B.D. press luncheon October 1950
	14	B.D. Certificate of Incorporation, June 25, 1945
	15	B.D. first canteen at Northwest house, 1945
	16	Duke Ellington
	17	Nat "King" Cole
	18	Fundraiser - B.D. sponsored birthday party, n.d.
	19	Raphael Molson - President Lane Bryant & Ruth Spencer
	20	Miss "?" and unidentified women
	21	Dunbar High School images, n.d.
	22	Wendell A. Parris
	23	Entertainment & entertaining
	24	Unidentified couples and groups
	25	Unidentified groups of adults
	26	Unidentified groups of children
	27	Unidentified women
	28	Unidentified candid shots
	29	Negatives
	30	Typical housing problem in B.D. neighborhood
	31	Unidentified duplicates
	32	Unidentified men
	33	B.D.Y.C. western party, n.d.
	34	Unidentified young adults

Container List

**Series H: Subject Files**

Box	Folder	
203-11	1	American Memorial
		Health and Welfare Council
	2	Job classifications
	3	Retirement plan, 1960
	4	Application
	5	Annual budget request form, October 16, 1958
	6	Classification plan, August 1959
	7	Budget materials, 1958-1961
	8	Annual budget request, 1960
	9	Annual budget request, 1961
	10	Budget materials, n.d.
	11	Correspondence, 1960
	12	Correspondence, 1961
	13	Correspondence, 1958-1959
	14	Miscellaneous
	15	B.D.Y.C. statistics, 1957
		Mailing Address
	16	Address - labels
	17	Social club address list
	18	Address - listing & cards
	19	B.D.Y.C. - address
	20	Membership payment & addresses
	21	Washington church addresses
		District of Columbia
	22	Sheet index - census tract
	23	DC Urban Renewal - materials
	24	DC printed materials
	25	DC-NE project & housing materials
203-12	1	DC income tax & employment materials
	2	DC recreation permit & license/incorporation, 1961
	3	“A Study of the Effectiveness of the Reading Improvement program in Increasing the Holding Power of the Junior High Schools,” n.d.
	4	DC Golden Anniversary White House Conference, 1960

## Container List

### Series H: Subject Files continued

Box	Folder	
203-12	5	Y.M.C.A.
	6	Red Cross
	7	National Association of Colored Women's Clubs/B.D. project to improve homes
	8	Various programs
	9	Leadership training project
	10	Progress report by the Director of the National Capital, October 11, 1948

#### Youth Studies

11	Tentative Statements & neighborhood standards
12	Howard University
13	"Decade of Progress - White House Conference"
14	Youth studies - printed materials
15	Juvenile court annual report, 1961
16	"The case of Mickey Murphy," 1943
17	Third conference on juvenile delinquency
18	Youth survey - on spare time, questionnaires
19	Youth survey - on spare time, summaries & chart books, 1959
20	"A Study of Teen Age Adjustment to Desegregation"
21	Bates graduates 1940 survey - adjustment survey
22	Commissioners Youth Council printed materials

#### United Community Services

23	United Community Services - materials
24	United Community Services correspondence
25	Recreation & group work

#### United Givers Fund

203-13	26	United Givers Story
	27	U.G.F. & B.D.Y.C.
	1	U.G.F. correspondence
	2	U.G.F. printed materials
	3	"Working with Radio & TV - U.G.F.", n.d.

## Container List

### **Series H: Subject Files continued**

Box	Folder	
203-13		Vocational Studies
	4	Student occupational printed materials
	5	Vocational printed materials
	6	A source file on vocational guidance

### **Series I: Oversize**

Box	
203-14	Washington Gaily News, December 5, 1958 Picture - Ruth Spencer and others in Asian dress, n.d. B.D.Y.C. blue prints - Howard Mackey, 1961 B.D.Y.C. blue prints - G.R. Hunt, n.d. B.D.Y.C. blue prints - photostat prints - May 14, 1947 Construction notes - photostat prints - May 14, 1947

### **Series J: Restricted Materials**

Box	Folder	
203-15	1	Employment Applications - A
	2	Employment Applications - B
	3	Employment Applications - C
	4	Employment Applications - D
	5	Employment Applications - F
	6	Employment Applications - G
	7	Employment Applications - H
	8	Employment Applications - J
	9	Employment Applications - L
	10	Employment Applications - M
	11	Employment Applications - N
	12	Employment Applications - P
	13	Employment Applications - R
	14	Employment Applications - S
	15	Employment Applications - T
	16	Employment Applications - W
	17	Employment Applications - Y
	18	Employment Applications materials

## Container List

### Series J Restricted Materials continued

Box	Folder
203-15	19 Staff Payroll Memorandum, 1962
	20 Statement of Checks Issued, 1961
	21 B.D.Y.C. Employee information
	22 Federal tax deductions for Employees, 1961
	23 An Evaluation of Membership Composition and Social Service Program June 1958 through January 1960 at Baker's Dozen Youth Center, Confidential
	24 Staff Payroll Memorandum, February - December 1960
	25 Employee Federal Tax information
26 Retirement package forms	
203-16	1 Staff Payroll Memorandum, January 1960 - November 1961
	2 Income Tax, 1958-1959
	3 Income Tax & Tax exemption info, 1961
	4 Employee evaluation forms
	5 Blank contract - George D. Dixon
	6 Edith Renaud, 1960
	7 Volunteer applications & orientation materials
	8 Volunteer information
	9 Cereta Perry - Employee letters
	10 Lorenzo McCormick, letters of recognition
	11 Observational Report - A
	12 Observational Report -B
	13 Observational Report - C
	14 Observational Report - D
	15 Observational Report - G
	16 Observational Report - H
	17 Observational Report - L
	18 Observational Report - M
	19 Observational Report - P
	20 Observational Report - R
	21 Observational Report - S
	22 Observational Report - T
	23 Observational Report - W
	24 Observational Report -Y
	25 Student Applications A-Y
	26 Member Progress Report (Girls A-K)

## Container List

### Series J Restricted Materials continued

Box	Folder	
203-16	27	Member Progress Report (Girls M-Y)
	28	Member Progress Report (Boys B-Y)
	29	B.D.Y.C. cases & miscellaneous information
203-17	1	Student Records - A
	2	Student Records - B1
	3	Student Records - B2
	4	Student Records - C
	5	Student Records - D
	6	Student Records - E
	7	Student Records - F
	8	Student Records - G
	9	Student Records - H
	10	Student Records - I
	11	Student Records - J
	12	Student Records - K
	13	Student Records - L
	14	Student Records - M
	15	Student Records - N
	16	Student Records - O
	17	Student Records - P
	18	Student Records - Q
203-18	1	Student Records - R
	2	Student Records - S1
	3	Student Records - S2
	4	Student Records - V
	5	Student Records - W1
	6	Student Records - W2
	7	Student Records - Y