

UNIVERSITY *of* PENNSYLVANIA



The University Archives  
and Records Center

A Guide to the  
Presbyterian Medical Center  
Ladies Aid Society Records  
1872-2002

7.0 Cubic feet

UPC 501

Prepared by Kaiyi Chen

2002

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**Guide to the  
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**PROVENANCE**

Transferred to the University Archives of the University of Pennsylvania in 1997 and 2002.

The 1997 accession of the Ladies Aid Society records came mixed with the records of the Presbyterian Medical Center. The latter group is to be processed as a separate collection under the code UPC 500.

**ARRANGEMENT**

The collection has been organized into four series: Corporate Governance Records, 1872-2002; General Administrative Files, 1883-2002; Financial files, 1872-2001; and Photographs and Artifacts, 1922-1992. The records are basically arranged in an alphabetical order within each series (except for the series of "Photographs and Artifacts").

**AGENCY HISTORY**

The Ladies Aid Society of the Presbyterian Medical Center was founded in October 1872. The mission of the Society, as mapped out in its first Constitution, was to "aid the [Presbyterian] Hospital by soliciting funds, assisting the sick, procuring supplies of clothing, lint, bandages," etc., "subject to the direction of the Board of Trustees of the Hospital and the Medical Board."

The Society became gradually a major source of funding for various projects of the Presbyterian Hospital. In 1921, the Society was involved with a fund-raising drive among the local churches to collect \$100,000.00 for a new Dispensary-Laboratory Building. In the 1960s, the Society pledged \$40,000 to the building and redevelopment fund of the Hospital and made another gift of \$50,000 for the purchase of equipment in the Food Service Center. In 1970, it pledged and raised \$75,000.00 for the Pediatric Medical Services. From 1985 to 1994, the Ladies Aid Society raised over three quarters of a million dollars for the Presbyterian Medical Center.

During its over 125 years of existence, the Society has received numerous legacies and bequests, most of which have been invested. While the interest from these investments form the bulk of the its revenues, the Society has also embarked on a number of money-raising enterprises to augment their income. It sponsors various sales, bazaars, concerts, recitals and fashion shows. Outstanding in its retail ventures have been the Cubby Hole Gift Shop which started in 1932 and is still operating; the Rittenhouse Flower Market, to which the Ladies Aid Society was first invited in 1927 and from which the Society raised thousands of dollars for the sick children at the Presbyterian Hospital, including setting up a Child Health Clinic in 1928. In addition, a Co-operative Shop which was formed in 1923 and sold in 1975; and a Thrift Shop at the hospital which closed in 1987.

Apart from fund-raising operations, the Society has been active in various kinds of training and social services for the Presbyterian Hospital. Shortly after its founding, the Society organized Visiting and Benevolent Committees to visit patients at the hospital. The first official "visitor" for the committee was Caroline Farnum, who had been trained as a nurse. By 1889, she had combined her training skills and her visiting activities into a new system which provided opportunities for potential nurses to do off-site visiting for practice. That year the hospital board of trustees named Farnum its "Directress of Nurses," and thus, was born the Presbyterian School of Nursing. The Ladies Aid Society was generous from the outset to the new school, giving gifts through its Benevolent Committee to the patients being visited, and even providing its students with their first uniforms. In addition to visiting the sick and sewing sheets, pillow cases, patient clothing and operating room linens, early members also performed useful tasks patients could not yet deal with physically, helped find them employment, made temporary monetary loans and even helped send

some convalescents to the sea-shore to speed their recovery, until the Cathcart Nursing Home was opened in Devon in 1892.

For all of its fund-raising and service activities, the Society depended heavily on the good-will and reliability of hundreds of volunteers from its own membership. In 1957, it oversaw the formation of the Medical Auxiliary, which was created primarily as a volunteer fund-raising group for the hospital. The Auxiliary officially separated itself from the Society by 1959, but the two groups still co-operate in a number of different activities. Despite the modern downward trend in membership for most volunteer organizations, the current membership of the Ladies Aid Society has stayed at about 200. Its operations, however, have increasingly concentrated on raising funds for the hospital in recent decades.

### **SCOPE AND CONTENT**

The Collection documents the history and development of the Ladies Aid Society of the Presbyterian Medical Center of Philadelphia since its founding in 1872. The Corporate Governance Records series includes all corporate documents as well as the Annual Report of the Society from 1872 to the present and minutes of its Executive Committee, Board of Managers and annual and quarterly meetings. The General Administrative Files comprise administrative correspondence and files of such major subjects as book donations, directory and mailing lists, handbooks, history material, and legacies and wills. The Financial files consist of audit report, annual financial statement, Treasurer report, documentation of gifts received and made, records of its investment and banking transactions, income and expense ledgers, tax exempt status, and its business related to the Rittenhouse Square Flower Market and the Cubby Hole Gift Shop. The Photograph and Artifact Series include a couple of photograph images of its activities and a ceramic Florence Nightingale lamp.

### **GENERAL NOTE**

The agency history of the Ladies Aid Society of the Presbyterian Medical Center of Philadelphia is partially based on the Historical Notes prepared by Sandy VanDoren, former Archivist of the Presbyterian Medical Center.

**CONTROLLED ACCESS HEADINGS**

**Corporate Name(s)**

- Fidelity-Philadelphia Trust Company.
- Presbyterian Hospital (Philadelphia, Pa.). Ladies Aid Society.
- Presbyterian Hospital (Philadelphia, Pa.).
- Presbyterian Hospital School of Nursing (Philadelphia, Pa.).
- Presbyterian Medical Center of Philadelphia. Ladies Aid Society.
- Presbyterian Medical Center of Philadelphia.
- Presbyterian-University of Pennsylvania Medical Center.
- Rittenhouse Square Flower Market.
- University of Pennsylvania Health System. Presbyterian Medical Center. Ladies Aid Society.
- University of Pennsylvania. School of Medicine.

**Genre(s)**

- Annual Reports.
- Minutes.
- Photographs.

**Subject(s)**

- Hospitals--Pennsylvania--Philadelphia.
- Nursing--Study and teaching--Pennsylvania--Philadelphia.

**Presbyterian Medical Center Ladies Aid Society Records  
1872-2002**

**UPC 501**

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**INVENTORY**

<b>CORPORATE GOVERNANCE RECORDS, 1872-2002</b>	<b>Box</b>	<b>Folder</b>
Annual Report		
1872-1897 in a bound volume	1	1
1898-1916 in a bound volume	1	2
1912	1	3
1917-1931 in a bound volume	1	4
1931-1933 (printed)	1	5
1932-1943	2	1
1932-1953, in a bound volume	2	2
1950-1954 (printed)	2	3
1955-1956 (printed)	2	4
1957-1958 (printed)	2	5
1959-1969, typescript	2	6
1970-1974, typescript	2	7
1975-1977, typescript	3	1
1978-1989, typescript	3	2

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1998-1999, 2002, with Newsletter, 1999-2002	3	3
Articles of incorporation (original), 1929	3	4
Charter, constitution and by-laws, 1893, 1929-1993	3	5
Charitable Organization Registration, 1993	3	6
Executive Board (Committee) meeting, Correspondence and supporting documents, 1902-1922	3	7
Incorporation seal, 1929	3	8
Minutes		
Founding meeting, 1872 Oct. 10, and Constitution Committee meeting 1872 Oct. 12, with constitution draft, list of founding members (?) and their addresses	3	9
Board of Managers		
1879-1887, bound	3	10
1888-1895, bound	3	11
1896-1901, bound	3	12
Executive Board, Annual and Quarterly meetings		
1896-1909 (bound, with hand-written notes by Isabella Talley, 1937)	4	1
1918-1926, bound	4	2
1927, unbound	4	3
1928, unbound	4	4
1929, unbound	4	5
1930, unbound	4	6
1931, unbound	4	7
1932, unbound	4	8
1933, unbound	4	9

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1934, unbound	4	10
1935, unbound	4	11
1936, unbound	4	12
1937, unbound	4	13
1938, unbound	4	14
1939, unbound	4	15
1940, unbound	4	16
1941, unbound	4	17
1942, unbound	5	1
1943, unbound	5	2
1944, unbound	5	3
1945, unbound	5	4
1948, unbound	5	5
1949-1951, bound	5	6
1955, unbound	5	7
1956, unbound	5	8
1957, unbound	5	9
1958, unbound	5	10
1959, unbound	5	11
1960, unbound	5	12
1961, unbound	5	13
1962, unbound	5	14
1963, unbound	6	1
1964, unbound	6	2

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1965, unbound	6	3
1966, unbound	6	4
1967, unbound	6	5
1968, unbound	6	6
1969, unbound	6	7
1970, unbound	6	8
1971, unbound	6	9
1972, unbound	6	10
1973, unbound	6	11
1974, unbound	6	12
1975, unbound	6	13
1976, unbound	6	14
1977, unbound	6	15
1978, unbound	6	16
1979, unbound	6	17
1980, unbound	6	18
1985, unbound	6	19
1986, unbound	6	20
1987, unbound	7	1
1988, unbound	7	2
Executive Committee		
1998 March - May	7	3
1998 June - 1999 June	7	4
1999 June - 2000 May June	7	5

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2002 Feb. 12	7	6
Annual and Quarterly meetings, bound, 1918-1927	7	7
Benevolent Committee, 1895-1900	7	8
Benevolent, Sabbath, Visiting Nurse Missionary Visitor and Social Service Committees (in 1 bound volume), 1900-1910	7	9
Quarterly Meeting, 1932 Jan. 29	7	10
Visiting Committee, 1872-1877	8	1

<b>GENERAL ADMINISTRATIVE FILES, 1883-2002</b>	<b>Box</b>	<b>Folder</b>
Book Donations		
1937-1969	8	2
1970-1974	8	3
1975-1976	8	4
1977-1981	8	5
Child of Providence: A History of Presbyterian Hospital in Philadelphia, 1996	8	6
Church representatives, Mailing lists, [1960s-1970s]	8	7
Coal land bequeathed by Ellen A. Girard, Correspondence, 1907-1923	8	8
Coal mine property		
Correspondence and legal, 1916-1923	9	1
Girard Mammoth Coal Company vs. Raven Run Coal Company, et al., 1919-1923	9	2
Correspondence		
1873-1947, with clippings	9	3
1954-1967	9	4
1968	9	5

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1969	9	6
1970	9	7
1971 Jan.-June	9	8
1971 July-Dec.	9	9
1972	9	10
1973	9	11
1974	10	1
1975	10	2
1976	10	3
1977	10	4
1978	10	5
1979	10	6
1980	10	7
1981	10	8
1982-1985	10	9
1986-1988	10	10
1989-1990	10	11
Dedication Programs, 1996, 2002	10	12
Directory and mailing list, Officers and members		
1967-1972	11	1
1973-1976	11	2
1977-1978	11	3
1979-1982	11	4
Election, Ballots, 1961-1981	11	5

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Election, Nominating Committee reports, 1957-1969, 1979-1980	11	6
Election, Ballot for April 26, 1985, Nominees for Board Offices, April 1986, with miscellaneous clippings	11	7
Governing Board, Directory, 1980-1981	11	8
Governing Board, List, 1998-1999	11	9
Handbook for Committee Chairmen, 1973, 1979, and Handbook for Church Representatives, 1980-1981,	11	10
Handbooks for committee chairmen and church representatives, 1973-1981	11	11
Historical Sketch of the Ladies Aid Society, with other miscellaneous clippings, 1936-1981	11	12
Histories, 1936, 1967, 1973	11	13
Junior Service Guild and miscellaneous committee reports, [1942]-1956	11	14
Legacies and wills 1883-1903	11	15
Legacies and wills 1900-1916	11	16
Legacies and wills 1924-1929	11	17
Medical Auxiliary of the Presbyterian-University of Pennsylvania Medical Center Directory and mailing lists, 1967-1982	12	1
Medical Auxiliary of the Presbyterian-University of Pennsylvania Medical Center Directory, 1984	12	2
Membership application form and dues invoice, 1982-1986	12	3
Obituary, Mary Ellen Brown, [1966]	12	4
Pennsylvania State University, Workshop certificates, 1958, 1964	12	5
Presbyterian Foundation for Philadelphia and New Courtland, Inc., [1996]	12	6
Presbyterian Medical Center of Philadelphia, Ladies Aid Fund, Declaration of Trust, draft, n.d.	12	7
Prize and appreciation certificates, two, to the Ladies Aid Society, 1960, 1971	12	8

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Secretary's Report, 1941-1944 12 9

**FINANCIAL, 1872-2001**

**Box**

**Folder**

Audit report of the Treasurer's cash accounts

1936-1939	12	10
1940-1944	12	11
1945-1949	12	12
1951-1959	12	13
1960-1963	12	14
1964-1969	12	15

Bank statements, with cancelled checks, deposits and invoices

1969	12	16
1970-1972	12	17
1972-1973	13	1
1974-1975	13	2
1976-1977	13	3
1978-1979	13	4
1980-1981	13	5
1982-1983	13	6
1984	13	7
1985	14	1
1986-1988	14	2
1989-1990	14	3
1998-1999	14	4

Cubby Hole Gift Shop

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Bank statements and cancelled checks		
1986	14	5
1987	14	6
1988	14	7
1989	14	8
Cancelled Checks		
1986	15	1
1987	15	2
1988	15	3
1989	15	4
Correspondence and personnel data form, 1969-74	15	5
Cancelled checks Reports, 1962-1972	15	6
Cancelled checks Reports, 1973-1986	15	7
Daily journal (ledger)1966-1970	16	1
Daily journal (ledger)1970-1984	16	2
Daily journal (ledger)1985 March - 1995 May	16	3
Donations made, receipts		
1969	17	1
1970	17	2
1971	17	3
1972	17	4
1973	17	5
1974-1981	17	6
1976-1980, with summary	17	7

Fidelity-Philadelphia Trust Company (Fidelity Bank), investment statement

1907, 1928-1930	17	8
1931-1933	17	9
1934-1935	17	10
1936-1938	17	11
1939-1942	17	12
1943-1946	18	1
1960-1977	18	2
1985	18	3
1986	18	4
1987	18	5
1988 Jan. - May	18	6
1988 June- Dec.	18	7
1989 Jan. - July	18	8
1989 Aug. - Dec.	18	9
1990	18	10
Financial statement, ending May 31, 1994, 1995, 1996	18	11
Financial statement, ending May 31, 2001	18	12
Gifts received, summaries, 1901-1903, 1959-1974	18	13
Gifts, Mary Patton Freeman Estate, 1958	18	14
Income and expense ledgers 1872-1889	19	1
Income and expense ledgers 1889-1901	19	2
Income and expense ledgers 1901-1911	19	3
Income and expense ledgers 1967-1982	19	4

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Investment Supervisory Account, correspondence 1918-1955	19	5
Investment Supervisory Account, correspondence 1957-1990	19	6
Rittenhouse Square Flower Market 1931, 1967	19	7
Rittenhouse Square Flower Market 1970-1973	19	8
Rittenhouse Square Flower Market 1979-1980	19	9
Rittenhouse Square Flower Market 1981-1990	19	10
Tax exempt status correspondence, 1993-1997	20	1
Treasurer's reports		
1934-1959	20	2
1960-1963	20	3
1964-1969	20	4
1970-1974	20	5
1975-1977	20	6
1978-1984	20	7
1985-1990	20	8
Ways and Means Committee 1961-1962	20	9
Ways and Means Committee 1963-1965	20	10
Financial, 1997-1998		
Banking statements, with deposit slips and cancelled checks	21	1
Correspondence	21	2
Financial statement, ending May 31, 1998, with relevant material	21	3
Organization Exempt From Income Tax, Return of, 1997	21	4
Financial, 1998-1999		
Correspondence	21	5

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Financial statement, ending May 31, 1999, with relevant material	21	6
Organization Exempt From Income Tax, Return of, 1998	21	7
Financial, 1999-2000		
Banking statements, with deposit slips, cancelled checks and miscellaneous receipts	21	8
Correspondence	21	9
Financial statement, ending May 31, 2000, with relevant material	21	10
Organization Exempt From Income Tax, Return of, 1999, with Charitable Organization Registration Statement of 2000	21	11
Vanguard Funds, statements	21	12
Yearly dues received	21	13
<b>PHOTOGRAPHS AND ARTIFACTS</b>	<b>Box</b>	<b>Folder</b>
Photographs, 1922-1992	21	14
Photographs, Two, Jackson, Jack, and Katharine Clothier, with Carl Mosher at the presentation of a new piano to the PMC, 1969; Margaret Gayley Palmer with Daniel DeArment, Chaplain, Roger Dvorak, Vice-President, and an unidentified man at a presentation, 1969	21	15
Photographs, Mosher, Carl, with Margareta Miller, Dr. Farquehar (Director of Pediatrics), Jane Tunnell and G. Hall Todd, with the plaques honoring Lena Littell and the section of the Ambulatory Services Pavilion, 1975	21	16
Ceramic Florence Nightingale lamp, given to the last graduating class of Registered Nurse, 1987 April 29, Two [one missing, original note: "placed in the Display Cabinet, 10/5/1994"]	22	1